



## Schedule a Room in Outlook 365

In addition to inviting colleagues to a meeting, you may also schedule a room. Note that in most cases the room calendar is controlled by another person or department, so while you may request the reservation, you will need to wait for the reservation to be approved before inviting attendees.

1. Go to <https://www.outlook.com/uiwtx.edu>
2. Login with your *UIW username and password*
3. At the top of the page, select the **waffle** 
4. Select **Calendar** 

Work or school account



training@uiwtx.edu

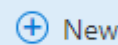
Password

☐ Keep me signed in

Sign in

Back

5. Select **New**
6. Select **Calendar Event**



New



Add cal

Calendar event

Email message

7. Click in the window *Add a title for the appointment* in the space provided
8. From the *pull-down menu*, choose **Add Room**

Library Auditorium x | Use this location:

Start  
Mon 7/17/2017

End  
Mon 7/17/2017

☐ All day ☐ Private

Repeat  
Never

Reminder  
15 minutes

[Add an email reminder](#)

Use this location:

- office
- A2 AD 280
- A3 AD 310
- Library Auditorium
- Add room**

9. Click **Choose new room list**

Available rooms All rooms

SEC 1st Floor - Concourse (Free)

SEC 2nd Floor - 2030 (24) (Free)

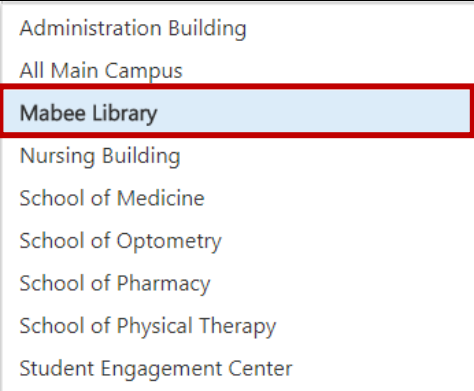
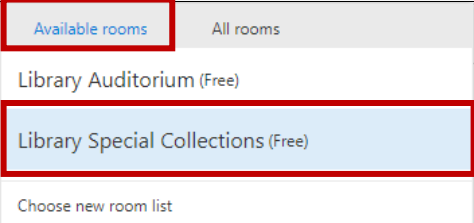
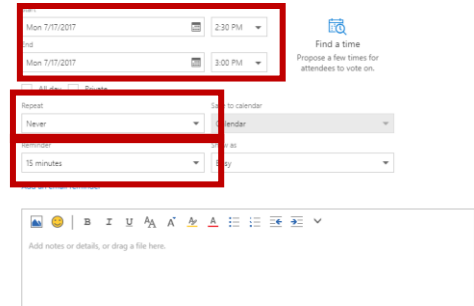

SEC 2nd Floor - 2031 (28) (Free)

SEC 2nd Floor - 2032 (28) (Free)

SEC 2nd Floor - 2034 (20) (Free)

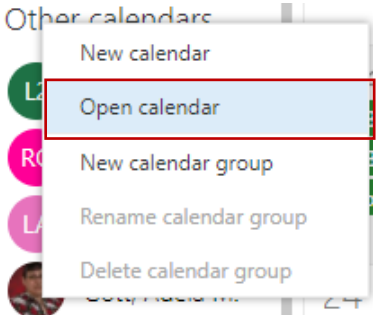
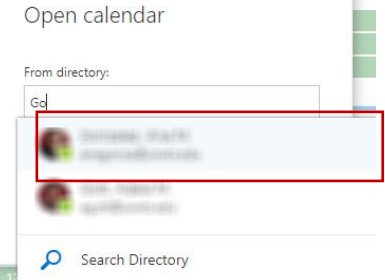
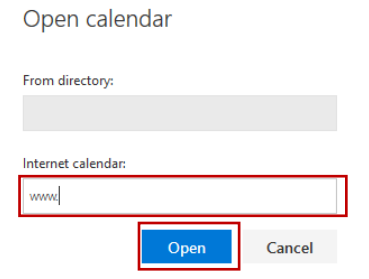
SEC 2nd Floor - 2040 (18) (Free)

**Choose new room list**

<p>10. Choose a <b>Building</b></p>	 <p>Administration Building All Main Campus <b>Mabee Library</b> Nursing Building School of Medicine School of Optometry School of Pharmacy School of Physical Therapy Student Engagement Center</p>
<p>11. Select <b>Available rooms</b> 12. Double click to <i>choose the room</i></p>	 <p>Available rooms    All rooms Library Auditorium (Free) <b>Library Special Collections (Free)</b> Choose new room list</p>
<p>13. Complete the remaining details such as <b>Start</b> and <b>end times, recurrence (repeat), reminders, and meeting details</b></p>	 <p>Mon 7/17/2017 2:30 PM Mon 7/17/2017 3:00 PM Find a time Propose a few times for attendees to vote on. Repeat: Never 15 minutes Add notes or details, or drag a file here.</p>
<p>14. Click <b>Send</b>. Note that you should not invite attendees until after the conformation of your room reservation</p>	 <p>Send</p>
<p><i>Note: Outlook will send an email to the calendar manager. The calendar manager will confirm that your reservation is accepted by reply email.</i></p>	

## Add a Calendar to My Calendar View to See a Room Schedule Calendar View

You can go to your calendar in Outlook on the web to add a room calendar to your view. *However, calendars opened this way won't appear in all of your Outlook clients.* To ensure that other people's calendars appear in all of your Outlook clients, ask them to share their calendars with you.

<ol style="list-style-type: none"> <li>1. In the navigation pane, right-click <b>Other calendars</b></li> <li>2. Select <b>Open calendar</b></li> </ol>	 <p>A screenshot of the 'Other calendars' context menu. The menu is open, showing options: 'New calendar', 'Open calendar' (highlighted with a red box), 'New calendar group', 'Rename calendar group', and 'Delete calendar group'.</p>
<ol style="list-style-type: none"> <li>3. In the <b>From directory</b> box, enter his or her name</li> <li>4. Select <b>Open</b>. <span>Open</span> If that person has not shared his or her calendar directly with you, opening the calendar will display with the sharing permissions he or she granted to the <i>all users</i></li> </ol>	 <p>A screenshot of the 'Open calendar' dialog box. The 'From directory' section is active, showing a search bar and a list of results. One result is highlighted with a red box. The 'Search Directory' button is visible at the bottom.</p>
<ol style="list-style-type: none"> <li>5. To add a calendar from outside your organization, in the <b>Internet calendar</b> box enter the URL</li> <li>6. Select <b>Open</b>. <i>The URL probably ends with the .ics file extension</i></li> </ol>	 <p>A screenshot of the 'Open calendar' dialog box. The 'Internet calendar' section is active, showing a text box with the URL 'www' entered. The 'Open' button is highlighted with a red box.</p>