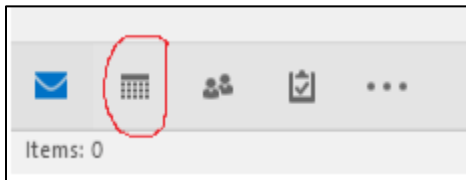


Viewing Conference Rooms

Outlook Calendar

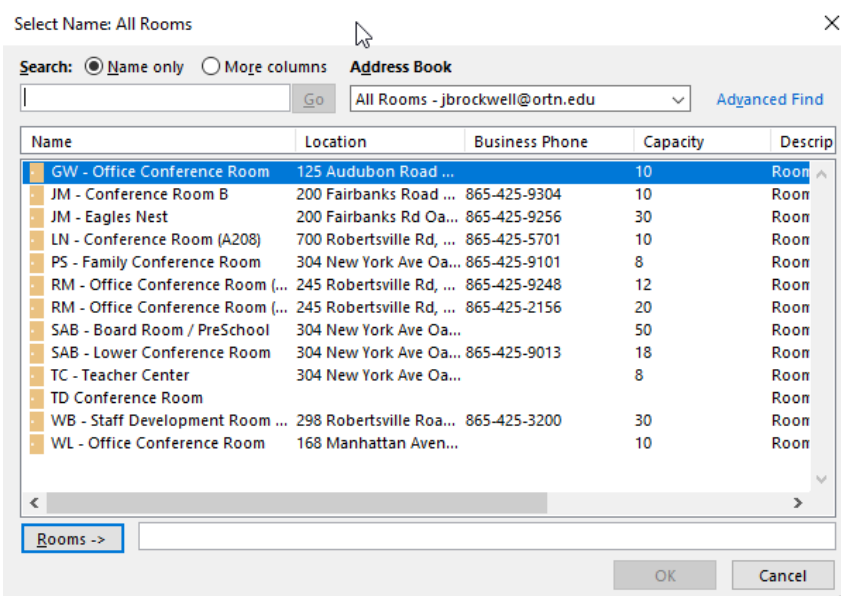
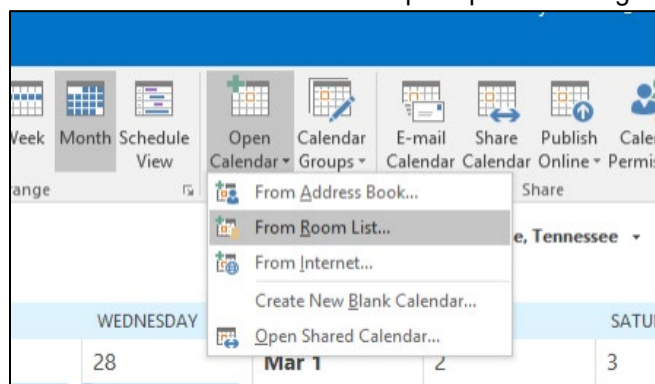
To view available conference rooms in your Outlook calendar:

1. Click the Calendar icon at the bottom of your Outlook screen to open the calendar view.



2. Locate the section labeled My Calendars on the left side of the window. If you do not see any rooms:

- Click on “Open Calendar” on the ribbon
- Select “From Room List” This will pull up the meeting rooms.



3. Double click the name of the room you would like to add to your calendar view, and press “OK.” If you would like to add all the rooms, highlight all and press the “Rooms” button and then “OK.”

Viewing Conference Rooms Outlook Calendar



Oak Ridge Schools
TECHNOLOGY DEPARTMENT

Select Name: All Rooms

Search: ☒ Name only ☐ More columns **Address Book**

Name	Location	Business Phone	Capacity	Descrip
GW - Office Conference Room	125 Audubon Road ...		10	Room
JM - Conference Room B	200 Fairbanks Road ...	865-425-9304	10	Room
JM - Eagles Nest	200 Fairbanks Rd Oa...	865-425-9256	30	Room
LN - Conference Room (A208)	700 Robertsville Rd, ...	865-425-5701	10	Room
PS - Family Conference Room	304 New York Ave Oa...	865-425-9101	8	Room
RM - Office Conference Room (...)	245 Robertsville Rd, ...	865-425-9248	12	Room
RM - Office Conference Room (...)	245 Robertsville Rd, ...	865-425-2156	20	Room
SAB - Board Room / PreSchool	304 New York Ave Oa...		50	Room
SAB - Lower Conference Room	304 New York Ave Oa...	865-425-9013	18	Room
TC - Teacher Center	304 New York Ave Oa...		8	Room
TD Conference Room				Room
WB - Staff Development Room ...	298 Robertsville Roa...	865-425-3200	30	Room
WL - Office Conference Room	168 Manhattan Aven...		10	Room

Rooms -> LN - Conference Room (A208); PS - Family Conference Room; RM - Office Conference Room (RM 118); RM - Office Conference Room (RM 120); SAB - Board Room / PreSchool; SAB - Lower Conference Room; TC - Teacher Center; TD Conference Room; WB - Staff Development Room 104; WL - Office Conference Room

4. You will now have all the rooms added to your calendar view.

The screenshot shows the Outlook interface. On the left, the 'Rooms' list is expanded, showing a list of conference rooms with checkboxes next to them. The main calendar view displays a grid for March 29, 2018, with a blue bar indicating a meeting in the 11 am to 12 pm slot. The calendar view also shows a list of rooms on the right side of the grid.