Instructions on adding a Room Calendar using Desktop Outlook 365

Select the calendar icon on the bottom left hand side. (See Fig 1)

On the Calendar Toolbar, look for “Open Calendar” -> “Open Address Book”. (See Fig 2)
Cut and paste the room you want from the list below into the Search Window. Click on the room you want. If there are multiple rooms that you need access to, you may select several rooms by holding the “CTRL” key on your keyboard while selecting additional rooms.

IMPORTANT! To find the facility and room number of your desired building, please refer to the “All Available Rooms Mastersheet” attachment. Aliases such as “SIM-1” or “CMP” will not work.

(Fig 3)

When you are done selecting your rooms, click on the “CALENDAR” icon on the bottom left hand side of the screen. Then press “OK”. (See Fig 4)
The rooms will show up on the bottom left hand side. CHECK the one you want, and it will be highlighted. (See Fig 5)

To reserve a slot, open the calendar and right click on the day and time slot you want, then select New Appointment. (See Fig 6)
(Fig 6)
In your Title/Subject line: enter your email and phone number where you can be reached. (This is important for VSC staff to reach you if you are going over your time) When you are finished, click Save & Close. (See Fig 7)

Do NOT delete VSC husbandry reservations.

How to Delete Reservations

To delete your reservation – right click on your reservation and select delete. (See Fig 8)

To delete the calendar, – right click on the calendar you want to delete and select delete. (See Fig 9)