For Room Admins - Open a Room's Calendar in Outlook or Webmail

This document contains the following sections:

- **Windows Outlook - Open a Room's Calendar**
  - Power User Hint: In the Select rooms dialog, you can select many rooms at once.
- **Mac Outlook - Open a Room's Calendar**
- **Webmail (Outlook Web Access) - Open a Room's Calendar**
  - Power User Hint: Put calendars in Groups to keep them organized.

Windows Outlook - Open a Room's Calendar

Click on calendar in the bottom left corner of Outlook

On the Home ribbon at the top of the page, click "Open Calendar" and choose "From Room List"
Select the room you wish to open in the list.
Click “Rooms” to add them to your selection.
Click “OK”

If you have permission to view the room’s calendar, it will be added to your list of calendars in the navigation pane.

Power User Hint: In the Select rooms dialog, you can select many rooms at once.
Use “shift”-click to select several items in a row.
Use “ctrl”-click to select several individual items.
Click “Rooms” to add your selection to the list to be opened.
If you double-click a room, it will be added to your list.
Click OK when your list is complete.
Power User Hint: Put calendars in Groups to keep them organized.

If you have lots of calendars to look at, it can help to put them in groups to keep them organized.

While viewing your calendar, right-click on "My Calendar" on the left-side navigation pane and choose "New Calendar Group".

Type a name for your group and press Enter.

Now add or drag the calendars you want into the new group.

Finally, if you right-click on the new group, you can choose "Arrange By Name" to sort them alphabetically.

Mac Outlook - Open a Room's Calendar
Click on calendar in the bottom left corner of Outlook.

Click "Open Calendar" in the top toolbar of the calendar.

Click the Address Book icon to open the directory.
Type the name of the building and click “find”

Select the Room and click OK

If you have permissions to view the calendar, it will appear in your list of calendars within a few seconds but will initially be empty. The calendar will take several minutes (occasionally as long as 15 minutes) to synchronize with the server. Changes made to the calendar on your computer will take several minutes to be updated on the server.

Note that Mac Outlook does not allow you to organize multiple calendars in groups nor control their order.
Webmail (Outlook Web Access) - Open a Room’s Calendar

Access Outlook Web Access webmail at http://wmail.austin.utexas.edu
Log in with your EID and password
Click on Calendar at the bottom left of the window.

Right click on "My Calendars" and choose "Add Calendar".
Note: You won't see "Add Calendar" if you right-click on a calendar. You must right-click on a group name such as "My Calendars"
Click "Name" to open the address book.

Type the name of the building and click the magnifying glass icon to search.
Scroll through the list until you find the room you wish to open.
Click "Select"
Click "OK"

If you have permissions to view the calendar, it will appear in your list of calendars on the left side of the page.
Power User Hint: Put calendars in Groups to keep them organized.

If you have lots of calendars to look at, it can help to put them in groups to keep them organized.

While viewing your calendar, right-click on "My Calendars" on the left-side navigation pane and choose "New Group". Note: You won’t see "New Group" if you right-click on a calendar. You must right-click on a group name such as "My Calendars"

Type a name for your group and press Enter.

Now add or drag the calendars you want into the new group.

Note that you cannot sort within groups alphabetically. It is easiest to add the calendars in the order you want them listed. Else, use the "Move Up/Down in List" or drag and drop to reorder the list within a group.

reviewed 9/28/17 - Cox