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View Meeting Room Calendar in Outlook 2010

In the **Calendar View** of the Outlook 2010 (to go to "**Calendar View**", click the "**Calendar**" icon at the bottom of the left navigation pane), click the **Open Calendar** button in the "**Manage Calendars**" group under "**Home**" tab in the Ribbon. Select "**From Room List..**" from the drop-down list.

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The "Select Name: All Rooms" dialog box pops up, at the top, under "Search", type "Library" in the search field. A list of library meeting rooms will be displayed in the middle of the dialog box.

brary	G0 All Rooms		- Ad	vanced Find
Name	Location	Business Phone	Capacity	Desc
🚽 Library - ACES - 509 - Lab				Root
Library - Main - 127 - Conf Room				Rooi
🚪 Library - Main - 225 - Conf Room				Rooi
Library - Main - 230B - Conf Room				Rooi
🧧 Library - Main - 314 - Lab				Rooi
Library - Main - 346D - Conf Room				Rooi
Library - Main - 4248 - Workroom				Rooi
Library - Main - 428 - Conf Room				Rooi
Library - Main - INP				Rooi
🧧 Library - Main - Marshall Gallery				Rooi
Library - OSLF - 202 - Conf Room				Rooi
🧧 Library - Undergrad - 291 - Lab				Rooi
Library - Undergrad - 295 - Conf				Root
Med-Carle Forum Exam Room 1				Rooi
Med-Carle Forum Exam Room 2				Rooi
Med-Carle Forum Exam Room 3				Rooi
Med-Covenant 205				Root
•				

• Alternatively, you can select "From Address Book..." from the drop down list in the first step, and search for any address that starts with "Library", the same list will show.

Select Name: Global Add	ress List			×
Search: Name only	C More columns	Address Book		
library	Go	Global Address List	•	Advanced Find
Name	Title		Business Phon	e Location
Library - ACES - 509 - Library - Main - 127 - Library - Main - 225 - 1 Library - Main - 225 - 1 Library - Main - 2308 - Library - Main - 314 - 1 Library - Main - 346D Library - Main - 428 - Library - Main - 428 -	Lab Conf Room Conf Room Jab - Conf Room - Workroom Conf Room			•
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			OK	Cancel

Click a meeting room that you want to see its schedule to highlight it, then click the "**Calendar**" button in the lower left corner, and then click **OK**.

library	Go	Global Address List	•	Advanced Find
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🚽 Library - Main - 127 - Conf Room				
Library - Main - 225 - Conf Room				
🗧 Library - Main - 2308 - Conf Room				
🧧 Library - Main - 314 - Lab				
Library - Main - 346D - Conf Room				
Library - Main - 4248 - Workroom				
🧧 Library - Main - 428 - Conf Room				
Library - Main - INP				
🧧 Library - Main - Marshall Gallery				
Library - OSLF - 202 - Conf Room				-
🧧 Library - Undergrad - 291 - Lab				
Library - Undergrad - 295 - Conf				
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🕵 Library Main 127 Schedulers				
🚳 Library Main 127 Viewers				_ _
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Calendar -> Library - Main - 428 -	Conf R	moo		

You're back to the **Calendar View** of the Outlook 2010, you'll see the meeting room name has been added to "**Rooms**" group in the left navigation pane. The meeting room calendar displays side by side with your default calendar (in this example, Room 428 calendar is displayed).

View Meeting Room Calendar in Outlook 2010



You can click the left pointing arrow to overlay the meeting room calendar and your default calendar. Navigate to whichever date that you want to know the availability of the calendar. This meeting room calendar will remain listed under "**Rooms**" group in your calendar view even after you close the calendar, so you can re-open it at any time later.

◆ October 2011	4.1	Cctober 16 - 22, 2011 Search Library - Main - 428 - Conf F							
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