Outlook 2010 – Using Room Calendars

College of Pharmacy room schedules are hosted by the University Email Service (i.e. UES, or Exchange). This would NOT include Classroom Pool rooms, which are hosted in PeopleSoft by the University Registrar. Per request of the room schedulers, members of the College of Pharmacy are able to see free/busy time on classrooms, and limited details on conference rooms.

Viewing Room Calendars

1. Open Outlook 2010. Click the Calendar icon in the menu in the bottom-left corner of the Outlook window.
2. In the top row of icons, click the Open Calendar icon, and then choose the From Room List... option in the menu that appears.
3. The drop-down menu below Address Book should say “All Rooms.” In the box below the Search heading, type “+cop”. The results list should automatically drill down to the Pharmacy rooms.

4. Double-click each room you want to add to Outlook and then click the OK button.
5. Check the box next to the room to display its calendar, and uncheck the box to hide the calendar. You will only need to do the above process once for each room calendar, to add it to your list in Outlook.

**Requesting a Room Reservation**

Although it is possible to make meeting requests from within Exchange, there is no good way to specify all of the information that some of the room schedulers require. Therefore, the preferred way to schedule a room is to use the [Room Request Form](http://pharmacy.osu.edu/forms/index.cfm?subsec=room-request-form), located at [http://pharmacy.osu.edu/forms/index.cfm?subsec=room-request-form](http://pharmacy.osu.edu/forms/index.cfm?subsec=room-request-form)
Scheduling a Room Reservation (applies only to room schedulers)
People with authority to schedule new room reservations should first use the above process to add the appropriate rooms into their list of Outlook calendars. Then, follow the instructions below:

1. In Outlook, view the room calendar by checking the box next to the calendar.

2. Double-click inside one of the cells of the calendar to open the New Appointment window. The day and time will be pre-populated with whatever cell you double-clicked in. If it’s not correct, pick a new date and/or time.
3. It is suggested that the Subject be descriptive enough for someone to know WHO is using the room, and WHAT the event is (for example, “Dr. Smith – Pharmacy 8000 Journal Club”).
4. You may wish to set the Reminder to None, since you likely will not want a reminder to appear on your screen.
5. Recurring events can be set by clicking the Recurrence icon.
6. Once all details have been entered, click the Save & Close icon at the left side of the top row of icons.

**Editing and Deleting a One-Time Reservation (applies only to room schedulers)**

1. In Outlook, view the room calendar by checking the box next to the calendar.
2. Double-click the reservation to open the event details.
3. Any existing details can be modified. Just remember to click the Save & Close icon to save changes.
4. Click the Delete icon (next to Save & Close) to delete the reservation.
Editing and Deleting a Recurring Reservation (applies only to room schedulers)

1. In Outlook, view the room calendar by checking the box next to the calendar.

2. Double-click the recurring reservation. The box that appears will give you two choices:
   a. Open this Occurrence: To modify only one event in a recurring series, while leaving the rest of the recurring series untouched.
   b. Open this Series: To modify all events in a recurring series.

3. Any existing details can be modified. Just remember to click the Save & Close icon to save changes.

4. Click the Delete icon (next to Save & Close) to delete the reservation.