(Mac) How to Add Allard Room Calendars to your Outlook App
(for booking purposes to check availability)

1. NOTE: there appears to be no way in Outlook for Macs to create a calendar "group" to group similar calendars together like there is in Outlook for PCs.
2. Open your Outlook.
3. Go to the Calendar view.
4. On the top icon bar, click on "Open Shared Calendar".
5. In the search box, type in "law r-rm" (without the quotes).
6. You will now see the list of Allard rooms with their seating capacities.
7. To add a calendar to your Outlook, click on it to highlight it and then click on the "Open" button.
8. The calendar name will be added to the left side of the window (and its box will be checked) and the actual calendar will appear in the right side of the window.
9. NOTE1: If you added more than one calendar, you can display them one or more at a time by checking/unchecking the box to the left of each calendar.
10. NOTE2: Outlook allows you to view the calendars in different ways. See the icon bar at the top which has these display options: Day, Work Week, Week, Month and also an Overlay View.

List of Allard Room Calendars:

Law R-RM Allard Hall 101 - 180 seats
Law R-RM Allard Hall 104 - 94 seats
Law R-RM Allard Hall 105 - 94 seats
Law R-RM Allard Hall 106 - 77 seats
Law R-RM Allard Hall 111 - 20 seats
Law R-RM Allard Hall 112 - 20 seats
Law R-RM Allard Hall 113 - 20 seats
Law R-RM Allard Hall 114 - 24 seats
Law R-RM Allard Hall 115 - 20 seats
Law R-RM Allard Hall 121 - 50 seats
Law R-RM Allard Hall 122 - 50 seats
Law R-RM Allard Hall 123 - 56 seats
Law R-RM Allard Hall 143 - 12 seats
Law R-RM Allard Hall 335 - 20 seats
Law R-RM Allard Hall 402 – TLounge (this calendar is currently *not* visible)
Law R-RM Allard Hall 415 - 16 seats
Law R-RM Allard Hall 465 - 8 seats
Law R-RM Allard Hall B101 - 44 seats