

## (PC) How to Add Allard Room Calendars to your Outlook App

(for booking purposes to check availability)

1. Open your Outlook.
2. Go to the Calendar view.
3. On any main Calendar group heading on the left side of your Outlook, right-click and select “New Calendar Group”.
4. Give a name to the group, e.g. **Classroom Bookings**, and click ENTER to save it.
5. Right-click on this new group heading and select “Add Calendar” > “From Address Book”.
6. In the search box, type in “law r-rm” (without the quotes) and click the “Go” button.
7. You will now see the list of Allard rooms with their seating capacities.
8. In the usual Windows manner, highlight **one, some** or **all** of the Allard rooms.
9. Click on the “Calendar” button at the bottom of the window to grab the rooms and then click the OK button to add all of the highlighted rooms to the new Calendar group.
10. The new Calendar group will automatically be checked off and all of the room calendars in the group will be checked off. The calendars will be displayed to the right.
11. 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.
12. NOTE2: If you want to display all of the calendars at the same time, check off the box to the left of the main Calendar group name, which in this example is the **Classroom Bookings** main Calendar group.
13. NOTE3: 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 Schedule View.
14. NOTE4: You can create different main Calendar group headings if you wish to separate the room calendars by type (e.g. Classrooms, Seminar Rooms, etc)

### 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