Webmail/Office 365 *View a Room and Check Availability*

1. Open your <u>calendar</u>.



2. RIGHT click "My Calendars" and click "Open Calendar".

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	<		Janu	ary	2016		>	< > Jar	nuary 2016	~	
	ş	М	I	W	I	E	ş	Sunday	Monday	Tuesday	Wednesday
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	3	4	5	6	7	8	9				
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	17	18	19	20	21	22	23	3	4	5 🗠	6
	24	25	26	27	28	29	30				
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3. Search for the Room you want to view in the "From directory" box. Then click "Search Directory". Notes:



4. Select the calendar that you when to view

Open	calendar	13
From dire	ctory:	
h-		
HC	H-Admin Conference H-AdminConference@holmescc.edu	
HB	H-Cafeteria Board Room H-CafeteriaBoardRoom@holmescc.edu	
HC	H-CCN H-CCN@holmescc.edu	

5. Click "Open".



6. Now, select which calendar that you wish to view.

III Office 365	Outlook						
🔎 Search Calendar	🖲 New 🗸	Add cale	endar 🜱 🛛 🖸 S	ihare 🛩 🛛 🖶 P	hint		
February 2016 > 5 M I W I E 5 31 1 2 3 4 5 6	C > Fe	ebruary a	2016 ~				
7 8 9 10 11 12 13	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14 15 16 17 18 19 20 11 12 21 21 24 25 26 27 28 29 1 2 3 4 5 My calendars	31	Feb 1	2 9 🥭	3	4	5 🗰	64
CA Calendar HC H-Sdmin Conference							
 eLearning Rooms Other calendars 	14	15	16	17	18 Ba free	19	20

Schedule a Room

- 1. Open your calendar.
- 2. Select an available day that you would like to schedule a meeting.
- 3. Create a New Calendar Event by clicking "New" and then clicking "Calendar event".

		Outlook
Office 365 P Search Calendar	Outlook	Print ↔ New ↔ 🖽 Add ca
< January 2016 >	< > January 2016 ~	Calendar event
S <u>M</u> <u>I</u> <u>W</u> <u>I</u> <u>E</u> S 27 28 29 30 31 1 2	Sunday Monday Tuesday We	dnesday Email message

4. Select "Add Room"

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Details							
) (Add rec	m
Start						\sim	
Tue 1/5/2016		-	2:30 PM	-		All day	
End							
Tue 1/5/2016		*	3:00 PM	-		Private	
Repeat			Save to calendar				
Never		*	Calendar			-	
Reminder			Show as				
15 minutes		-	Busy			-	

5. Select the room you wish to use.



6. The room will appear as an Attendee

Send	i Discard	💧 Attach	Skype meeting ∨	ᇬ Add-ins	Charm 🗸	Categorize	Ý	
Details							People	🔁 Scheduling assistant
							Add people	+
Add a locat					Add roo	m	KT Kevin Test Organizer	
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Tue 1/5/201	6		💌 2:30 PM	•	All day		Attendees	
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Tue 1/5/201	6		▼ 3:00 PM	-	Private	(Juit by	
lepeat			Save to calendar				GC G-Library	Computer Lab 🗙
Never			w Calendar		-			

7. Now, set the date and time, invite attendees, add a subject, add a message and send.

Add a location Add room Add room Kt Kevin Test Organizer Attendees Sort by Request responses Sort by Request responses GC G-Library Computer Lab x neade Show as S minutes Musy	of a title for the event			Add people	
art Lie 1/5/2016 230 PM All day All day Attendees Sort by Request responses Sort by Request responses Sort by Request responses Calendar Calen	Add a location		Add room	KT Kevin Test Organizer	
Sort by ✓ Request responses Control Sort by ✓ Request responses Control Sort by ✓ Control Con	ert lue 1/5/2016	▼ 2.30 PM ▼	All day	Attendees	
speat Save to calendar Never Calendar iminder Show as IS minutes Busy	o De 115 (2016	▼ 3:00 PM ▼	Private	Sort by 🗸	 Request responses
Never Calendar	peat	Save to calendar		GC G-Library Com New attendee	puter Lab 🗙
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15 minutes 💌 Busy 💌	minder	Show as			
	5 minutes	- Busy	*		

8. **NOTE:** Some rooms require approval. You will receive an email accepting or denying your request.

Cancel a Meeting

- 1. Open your calendar.
- 2. Click on the meeting/event.
- 3. Right click on the meeting/event.
- 4. Click "Cancel" and then click "Send the cancellation now".

