Viewing SON Room Availability

You can quickly view SO room availability by using Schedule View in Outlook. Note, for quick reference, the seating capacity for each room appears in parenthesis next to the room names.

- 1. Open Outlook and navigate to your calendar.
- 2. Click the Open Calendar button

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New	New	New	Meet	New Teams	Today	Next 7	Day	Work	Week	Month	Schedule	Open	Calendar
Appointment	Meeting	Items -	Now	Meeting		Days		Week			View	Calendar 👻	Groups 🝷
1	New		Tean	ns Meeting	Go 1	ō 5			Arrange		E ₂	ivianage C	alendars

3. Click From Room List ... in the drop down



4. Type **SON** into the Search field and select each room that you want to have appear in your navigation pane on the left. Note you can hold the Ctrl key down while clicking to select multiple rooms. Then click the **Rooms** button and **OK**.



- 5. You should now see the Rooms listed on the pane on the left as shown below.
 - Rooms
 SON Pinkard N210 (12)
 SON Pinkard N230A (10)
 SON Pinkard N230O (6)
 SON Pinkard N311 (16)
 SON Pinkard N316 (10)
 SON Pinkard N324 (12)
 SON Pinkard N330 (16)
 SON Pinkard N430O (12)
- 6. If you click the box next to **Rooms** Outlook should automatically switch to Schedule View. If it doesn't or if you have only selected specific rooms to view, click the **Schedule View** button. You should now see something that looks like the screenshot below.

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File Home Send / Receive Folder	View ADOBE PDF Q Tell	me what you want to do		
New New New New Meet New Team New New New New New New New Team New Meeting Teams Meeting	ms Today Next 7 Days Go To Tai Addition	Neek Month Schedule View range ra	F-mail Share Publish Calendar Calendar Calendar Online - Permission Share	Address Book Find
November 2021 ✓	▲ ► November 18, 20)21 Washington, D.C	Today 73° F / 41° F	ar (Ctrl+E)
31 1 2 3 4 5 6		3 pm 4	5 6	7 8
7 8 9 10 11 12 13		Thursday, November 18, 2021		
14 15 16 17 18 19 20				
21 22 23 24 25 26 27	SON Pinkard N210 (12)			
5 6 7 8 9 10 11	<u>5000000000000000000000000000000000000</u>			
United States balidays - SON-Mod	SON Pinkard N230A (10)			
United States holidays - SON Help				
iCloud	SON Pinkard N230O (6)			
Rooms				
SON Pinkard N210 (12)	SON Pinkard N311 (16)			
SON Pinkard N230A (10)				
✓ SON Finkard N210 (0)				
SON Pinkard N316 (10)	SON Pinkard N316 (10)			
SON Pinkard N324 (12)				
✓ SON Pinkard N330 (16)				
SON Pinkard N430O (12)	SON Pinkard N324 (12)			
SON Pinkard N530A (8)				
SON Pinkard N530N (8)				
SON Pinkard N530T (18)	SON Pinkard N330 (16)			
SON Pinkard S001A (8)				
SON Pinkard S405 (16)				
SON Pinkard S411 (10)	Add a Calendar (Ctrl+L)			
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7. Above shows you schedules for a specific day. To view other days, simply click a date on the calendar on the left or use the arrows buttons. When you don't need to see the Wald room calendars, simply uncheck them.