Adding a Room Calendar

 In the Calendar View in Outlook (go to "Calendar View", click the "Calendar" icon at the bottom of the left navigation pane), click the Open Calendar button in the "Manage Calendars" group under "Home" tab in the Ribbon. Then select "From Room List..." from the drop-down list.

File	Home	Send ,	/ Receive	Folde	er V	'iew	♀ Tell	me wha	at you want	to do.								
New		New	Terden	New 7	Dav	Work			Schedule			Calendar	E-mail	Share		Calendar		dress Book
Appointme	New nt Meeting			Next 7 Days	Day	Week	WEEK	wonth	View		oen ndar •	Groups *				Permissions		
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29 3	0 31 1	2 3	4							Ť	Cran	te New Blar	ak Calanda		alendar fron	n Room List		
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12 1	3 14 15	16 17	18		6						<u>O</u> per	n Shared Ca	lendar					
19 2	.0 21 22	23 24	25															

Under "Search", type "WGVCV-" in the search field. A list of meeting rooms at WGVCV will then be displayed.
 Select Name: All Rooms

WGVCV-	Go	All R	ooms	~	Advanced Find
Name	Location	C	Description	E-mail Address	
WGVCV-VT-10FL - Conf Rm1001			Room	WGVCV-ConfRm1001@ucsf.edu	
WGVCV-VT-10FL - Conf Rm1002			Room	WGVCV-ConfRm1002@ucsf.edu	
WGVCV-VT-10FL - Conf Rm1004			Room	WGVCV-ConfRm1004@ucsf.edu	
WGVCV-VT-11FL - Conf Rm1101			Room	WGVCV-ConfRm1101@ucsf.edu	
WGVCV-VT-11FL - Conf Rm1102			Room	WGVCV-ConfRm1102@ucsf.edu	
WGVCV-VT-11FL - Conf Rm1104			Room	WGVCV-ConfRm1104@ucsf.edu	
WGVCV-VT-12FL - Conf Rm1201			Room	WGVCV-ConfRm1201@ucsf.edu	
WGVCV-VT-12FL - Conf Rm1202			Room	WGVCV-ConfRm1202@ucsf.edu	
WGVCV-VT-12FL - Conf Rm1204			Room	WGVCV-ConfRm1204@ucsf.edu	
WGVCV-VT-2FL - Conf Rm202			Room	WGVCV-ConfRm202@ucsf.edu	
WGVCV-VT-2FL - Conf Rm206			Room	WGVCV-ConfRm206@ucsf.edu	
WGVCV-VT-3FL - Conf Rm304			Room	WGVCV-ConfRm304@ucsf.edu	
WGVCV-VT-3FL - Conf Rm307			Room	WGVCV-ConfRm307@ucsf.edu	
WGVCV-VT-4FL - Conf Rm402			Room	WGVCV-ConfRm402@ucsf.edu	
WGVCV-VT-4FL - Conf Rm406			Room	WGVCV-ConfRm406@ucsf.edu	
WGVCV-VT-5FL - Conf Rm502			Room	WGVCV-ConfRm502@ucsf.edu	
WGVCV-VT-6FL - Conf Rm601			Room	WGVCV-ConfRm601@ucsf.edu	
WGVCV_VT_6EL_Conf Rm602			Room	WGVCV_ConfRm602@ucef adu	>
Rooms ->					

3. Click a meeting room whose schedule you want to see. Make sure it's highlighted, then click the "Rooms" button in the lower left corner, and then click OK. Select Name: All Rooms ×

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WGVCV-	Go	All R	looms	~	Advanced F	find
Name	Location	C	Description	E-mail Address		
WGVCV-VT-10FL - Conf Rm1001			Room	WGVCV-ConfRm1001@ucsf.edu		1
WGVCV-VT-10FL - Conf Rm1002			Room	WGVCV-ConfRm1002@ucsf.edu		
WGVCV-VT-10FL - Conf Rm1004			Room	WGVCV-ConfRm1004@ucsf.edu		
WGVCV-VT-11FL - Conf Rm1101			Room	WGVCV-ConfRm1101@ucsf.edu		
WGVCV-VT-11FL - Conf Rm1102			Room	WGVCV-ConfRm1102@ucsf.edu		
WGVCV-VT-11FL - Conf Rm1104			Room	WGVCV-ConfRm1104@ucsf.edu		
WGVCV-VT-12FL - Conf Rm1201			Room	WGVCV-ConfRm1201@ucsf.edu		
WGVCV-VT-12FL - Conf Rm1202			Room	WGVCV-ConfRm1202@ucsf.edu		
WGVCV-VT-12FL - Conf Rm1204			Room	WGVCV-ConfRm1204@ucsf.edu		
WGVCV-VT-2FL - Conf Rm202			Room	WGVCV-ConfRm202@ucsf.edu		
WGVCV-VT-2FL - Conf Rm206			Room	WGVCV-ConfRm206@ucsf.edu		
WGVCV-VT-3FL - Conf Rm304			Room	WGVCV-ConfRm304@ucsf.edu		
WGVCV-VT-3FL - Conf Rm307			Room	WGVCV-ConfRm307@ucsf.edu		
WGVCV-VT-4FL - Conf Rm402			Room	WGVCV-ConfRm402@ucsf.edu		
WGVCV-VT-4FL - Conf Rm406			Room	WGVCV-ConfRm406@ucsf.edu		
WGVCV-VT-5FL - Conf Rm502			Room	WGVCV-ConfRm502@ucsf.edu		
WGVCV-VT-6FL - Conf Rm601			Room	WGVCV-ConfRm601@ucsf.edu		
WGVCV-VT-6FL - Conf Rm602			Room	WGVCV-ConfRm602@ucsf.edu		
<					2	-
Rooms -> WGVCV-VT-2FL - Co	onf Rm202					

4. You're back to the **Calendar View** in Outlook and the meeting room calendar has been added to your Outlook profile under the "**Rooms**" group in the left navigation pane as shown below.

◆ January 2021 >	≤ ▲ ►	Jan 14	○☆ Today 78°F/6	Search WGVCV-VT-2FL - Conf Rm202 🔎
SU MO TU WE TH FR SA		Calendar	×	WGVCV-VT-2FL - Conf Rm202 X
27 28 29 30 31 1 2 3 4 5 6 7 8 9		THURSDAY		THURSDAY
10 11 12 13 14 15 16		14		14
17 18 19 20 21 22 23				
24 25 26 27 28 29 30 31				
February 2021				
SU MO TU WE TH FR SA	9 ^{AM}			
1 2 3 4 5 6	9,			
7 8 9 10 11 12 13 14 15 16 17 18 19 20	10			
21 22 23 24 25 26 27	10			
28 1 2 3 4 5 6	11			
7 8 9 10 11 12 13		.← t	→	
My Calendars	12 ^{PM}	intme	tment	
Other Calendars		Appo	uodd	
Shared Calendars	1	Previous Appointment	Next Appointment	
• 🗹 Rooms	2			
WGVCV-VT-2FL - Conf Rm2				······

IMPORTANT: Everyone except the "Owner" or "Scheduler" who initiated the calendar event has read-only access to these room calendars which does not allow adding or editing reservations directly on the calendar. This is to automate enforcement of conference room booking policies to prevent reservation conflicts and "anonymous" reservations, allowing them to function as self-managed room calendars.

Any changes or cancellations must be done by the original creator (a.k.a. Organizer/Scheduler) of the room reservation from his or her calendar or through your Floor Owner.

Please refer to the next section for instructions on how to create, change and cancel a room reservation on these self-managed room calendars.

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Reserving Rooms

Standard booking policies apply:

- Reservations can be made up to 180 days in advance
- Maximum duration of reservations is 24 hours
- Reservations will be declined if there is a conflict with an existing meeting

Instructions:

- 1. In Outlook, switch to the **Calendar** View.
- 2. Browse for an available time slot from any WGVCV conference room calendar you are authorized to reserve.
- 3. Once you found a conference room with the timeslot you are looking for, leave that room's calendar open but close out the calendars of other rooms as needed.
- 4. Click the **New Meeting** button located in the Home menu and select **New Meeting with All**.

	•													
File	Home	Send / R	eceive	Folder	Vie	w (2 Tell r	ne what	you want t	o do				
			e											
New	New	New	Today	Next 7	Day	Work	Week	Month	Schedule	Open	Calendar	E-mail	Share	Publish
Appointment	Meeting •	r ltems ⊤		Days		Week			View	Calendar	r Groups ∗	Calendar	Calendar	Online 🗸
	🔝 Nev	v <u>M</u> eeting	J	Est.			Arrange		G.	Manage	Calendars		S	hare
4	/ Nev	v Meeting	, with All								Wa	shington,	D.C	🦽 Т
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5. Enter the Subject for your meeting as well as meeting attendees as usual. To locate rooms available for reservation, click on the **Rooms** button to the right of the Location field.

	То	WGVCV-VT-2FL - Conf Rm202
	Subject	
Send	Location	WGVCV-VT-2FL - Conf Rm202 Rooms

IMPORTANT: Do not delete the room from the "To..." field or else the conference room will not be reserved for your meeting.

- 6. Choose the time and date by changing Start time and End time.
- 7. Enter the appropriate subject for this particular room reservation.
- 8. Click **Send** to reserve this room first. This will send your reservation request to a process automation that enforces room booking policies and prevents reservation conflicts.
- 9. Wait for the automatic email confirmation to your Inbox indicating whether your room reservation is accepted.
 - a) If it accepts it, congratulations. You may re-open the reservation from your calendar and continue adding attendees and information. Including body messages and attachments are fine as the system will not include them onto the room calendars for confidentiality reasons.
 - b) If it comes back as "**Declined**", then it means someone already took that timeslot right before you did and you must either choose a different time or a different room that can accommodate the time you selected.
- 10. If you need to make any changes to or cancel the room reservation, it must be done from the Organizer's calendar (meaning the actual person who reserved the room). If the Organizer of the room reservation is no longer available, please contact your Floor Owner for further assistance.

REMINDER: Everyone has read-only access to WGVCV conference room calendars except for Owners and Schedulers who originated/organized their own meetings.

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