Tutorial: Add DAR Room Calendar in Outlook on Desktop

1) Open Outlook on your desktop.
2) Select the Calendar icon.
3) RIGHT CLICK on “My Calendars,” select “Add Calendar,” then select “From Room List.”
4) Type the prefix _DARAHF- or _DARPR- and add the facility code for the building your room is in. You should see a list of rooms populate.

5) Double-click on the room that you wish to add and select “OK.” (This process will need to be repeated for each room you would like to add)
6) Verify the room that you have selected is correct, then select the room name.

7) Select “Add.”