Tutorial: Use DAR Room Calendar in Outlook on Desktop

1) Open Outlook on your desktop.

2) Select the Calendar icon.

3) Under “My Calendars,” select the DAR Room calendar that you’d like to schedule.
4) The DAR Room calendar will open beside your personal calendar. Select the date that you wish to see if the room is available.

5) On your personal calendar, double-click on an available time.
6) In the new window, select “Invite Attendees.”

7) Select the “To...” icon.
8) Under the “Address Book” drop-down, select “All Rooms.” Start typing the name of the DAR Room in the “Search” field. All the DAR Rooms should appear, and are designated by a door icon.

9) Double-click the desired room, then select “OK.”
10) The room name should appear in the “To...” field. Type your name as the Subject and select the desired times you’d like to use the room, then select “Send.”

11) Your appointment should appear on your calendar AND the DAR Room calendar. It may take a few moments to populate.