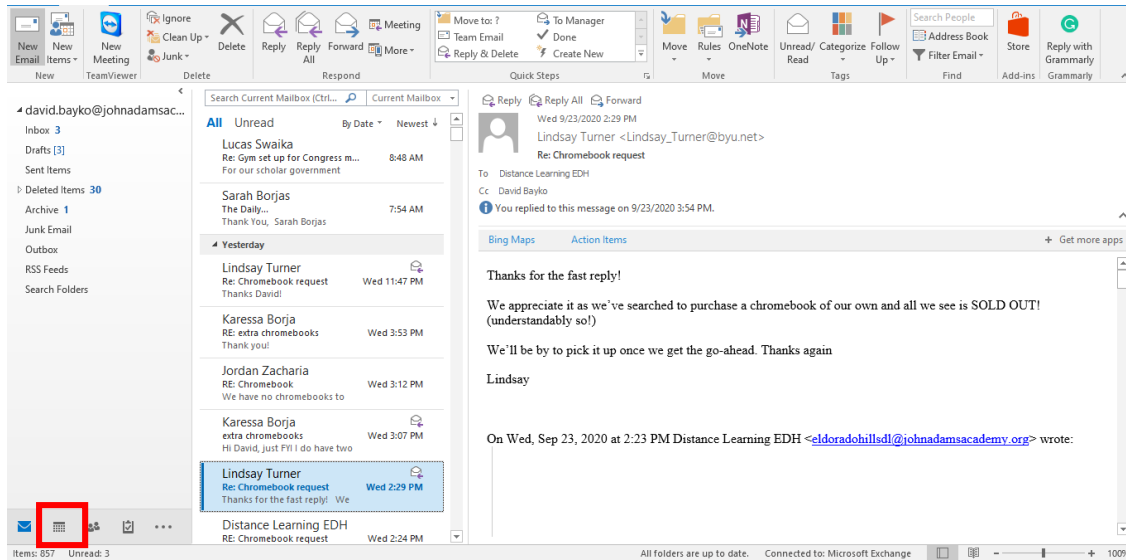


John Adams Academy - Adding Rooms and Calendars to Outlook for Booking Meetings

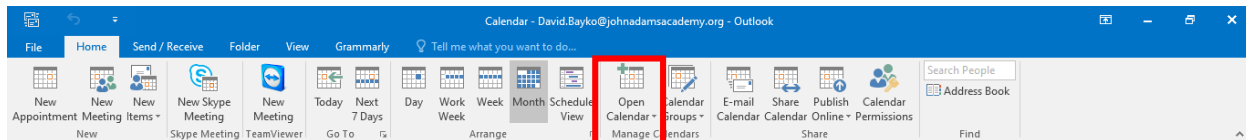
Step 1:

When Outlook is open, switch to the Calendar view.



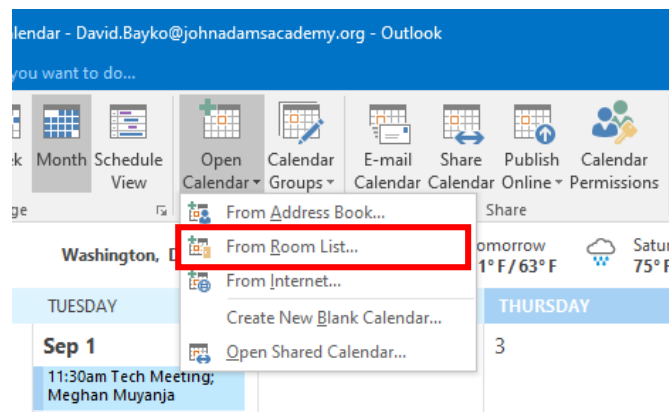
Step 2:

Press on the “Open Calendar” button.



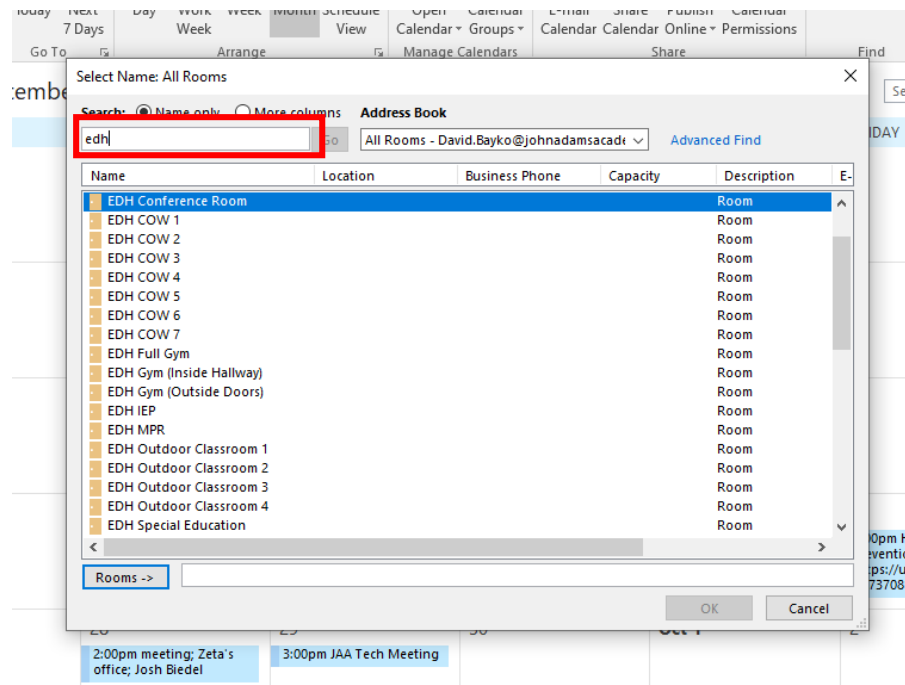
Step 3:

Select “From Room List”.



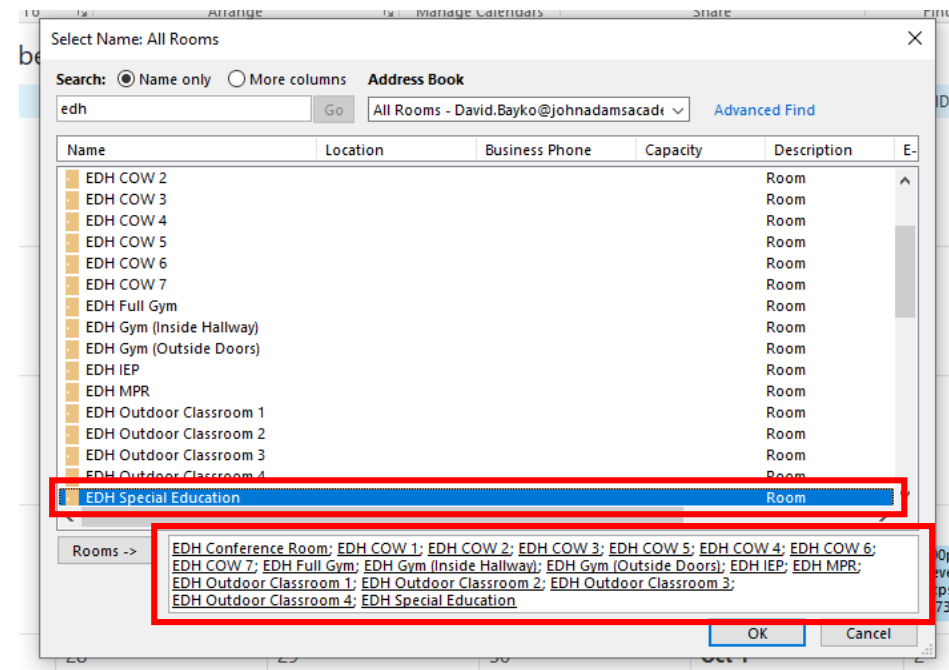
Step 4:

In the search bar type “EDH” which will filter for rooms that belong to the El Dorado Hills Campus.



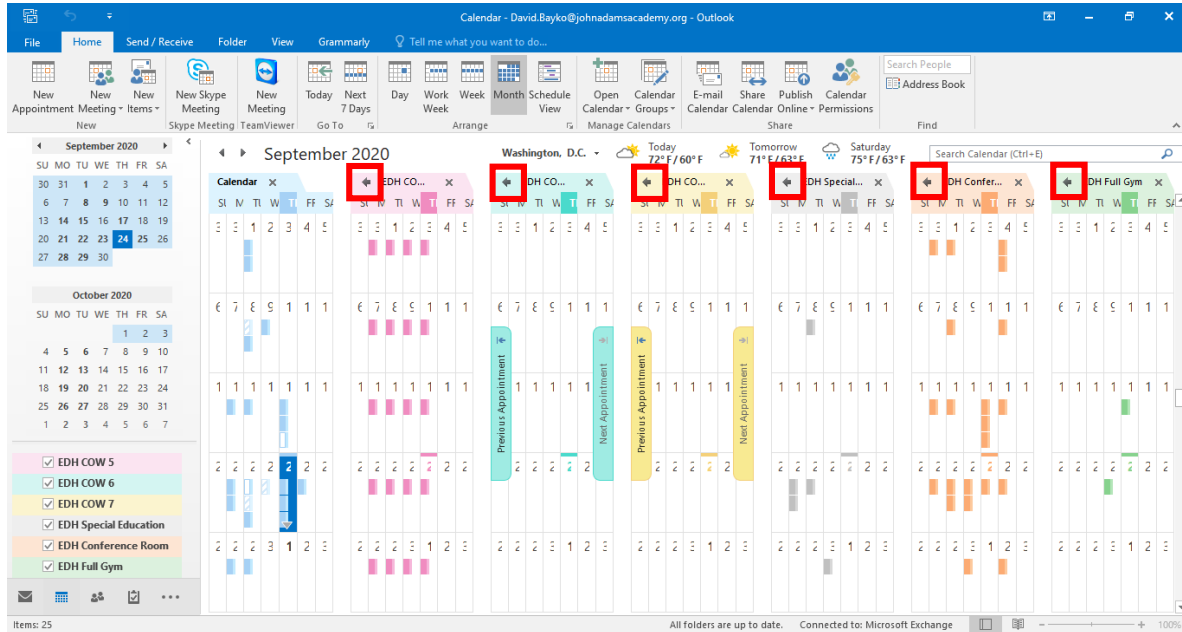
Step 5:

Double click each room you would like to add. All of the selected rooms should show up in the bottom rooms bar. After that press the “Ok” button.



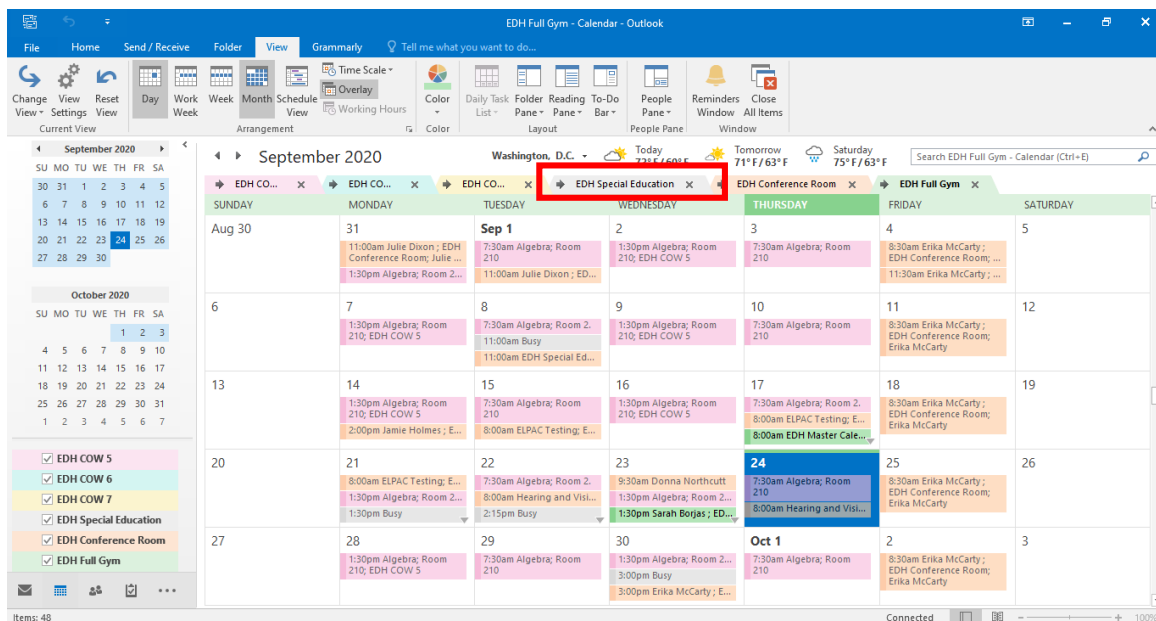
Step 6:

You will probably see all the room calendars show up at once. This makes it hard to use the calendar. To solve this, we will press the small arrows next to each calendar to consolidate them all into one calendar.



Step 7:

You will now see one calendar with multiple tabs. You can switch between the tabs to highlight the events that belong to that calendar. However, you may not want to see all the events at all times. To reduce the amount of calendars at once, continue to step 8.



Step 8:

On the left side bar, you can uncheck unnecessary rooms. And then on an as needed basis, you can go back and check a room to see it and its events on the calendar.

The screenshot displays the Outlook application window titled "EDH Full Gym - Calendar - Outlook". The interface includes a ribbon with tabs like File, Home, Send / Receive, Folder, View, and Grammarly. The "View" tab is active, showing options for Day, Work Week, Week, Month, and Schedule View. The "Month" view is selected, displaying a calendar for September 2020. The left sidebar shows a list of rooms with checkboxes: EDH COW 4, EDH COW 5, EDH COW 6, EDH COW 7, EDH Special Education, and EDH Conference Room. The "EDH Conference Room" checkbox is checked and highlighted with a red box. The main calendar area shows a monthly view for September 2020, with events for "8:00am EDH Master Calendar" and "1:30pm Sarah Borjas".

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 8:00am EDH Master Calendar; EDH Full Gym; EDH Master Calendar	18	19
20	21	22	23 1:30pm Sarah Borjas; EDH Full Gym; Sarah Borjas	24	25	26
27	28	29	30	Oct 1	2	3