## **Finding Whittier Room Calendars in Outlook**

There have been many questions about room calendars for collaboration spaces in Whittier.

When looking at your calendar in Outlook, find the 'Open Calendar' button in the ribbon and select 'From Room List...' as shown below.



This brings up a search window. Type 'Whittier' and click the Go button to see a list of rooms in Whittier. Double click on the room you'd like to see and press the OK button. This will open up the calendar for the selected room. (Repeat this process for every room for which you want to create a calendar.)

Select Name: Search Results - All Rooms								
Search: O <u>N</u> ame only	More columns Address Book							
Whittier	Go Search Results - All Rooms	•	Ad <u>v</u> anced Find					
Name	Location	Business Phone	Capacity					
WHIT 151B	Whittier Research Large Collaboration Room		12 🔺					
WHIT 151C	Whittier Research Small Collaboration Room	8						
WHIT 151D	Whittier Research Medium Collaboration Room	8						
WHIT 152	Whittier Research Training Room	60						
WHIT 160C	Whittier 160C							
WHIT 230R	Whittier 230R							
WHIT 253A	Whittier Research Collaboration Level 2		8					
WHIT 253C	Whittier Research Collaboration Level 2	8						
WHIT 344	Whittier 344							
WHIT 379C	Whittier RC Collaboration Level 3	8						
WHIT 379E	Whittier RC Collaboration Level 3		8					
WHT 330B	Whittier Bldg							
			-					
4	III							
			F					
Rooms -> WHIT 160C; WHIT 230R								
		ОК	Cancel					

A 🕅 Rooms				
WHIT 344				
🔲 WHIT 379C (Green)				
WHIT 379E (Red)				
WHIT 151B (Red)				
WHIT 151C (Green)				
WHIT 151D (Blue)				
WHIT 152 (Training Room)				
🔲 WHIT 253A (Green Hallway)				
🔲 WHIT 253C (Blue Hallway)				
Other Calendars				
Corey Svehla - Work Schedule				

After you view a room for the first time, a shortcut to that calendar will appear on the left-hand side of your screen. By default the rooms have standard names, such as Whit 151B, Whit 151C, etc.



You can change the name of the room on your calendar by right clicking on the room name and selecting 'Rename Calendar.' This will rename the calendar only in your Outlook calendar.

Room #	Seats	Color	Location
151B	12	Red	OSP – 1st floor
151C	8	Green	OSP – 1st floor
151D	8	Blue	OSP – 1st floor
152	60	Grey	Training Room – 1st floor
253A	8	Green	Center hallway near pre-function space – 2nd floor
			West end of the back hallway near the locker rooms –
253C	2	Blue	2nd floor
379C	8	Green	OPD/RC/RIS area – 3rd floor
379E	8	Red	OPD/RC/RIS area – 3rd floor
350	6	Grey	Center hallway – 3rd floor

## **Available Collaboration Spaces in Whittier**