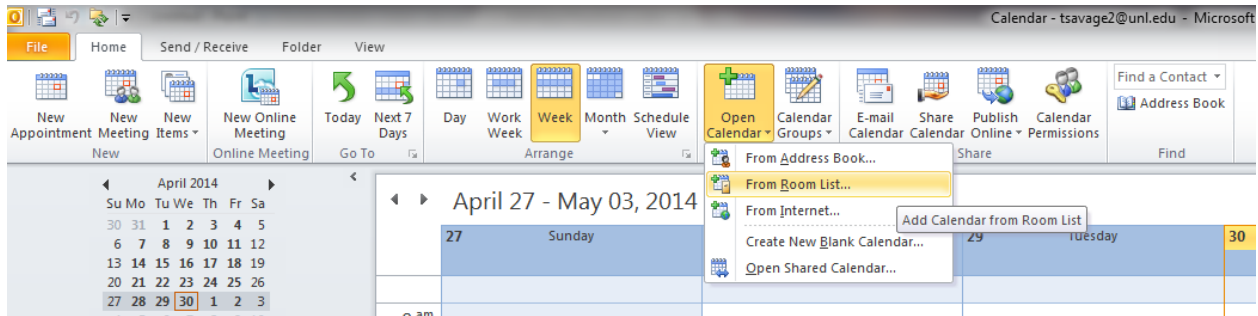


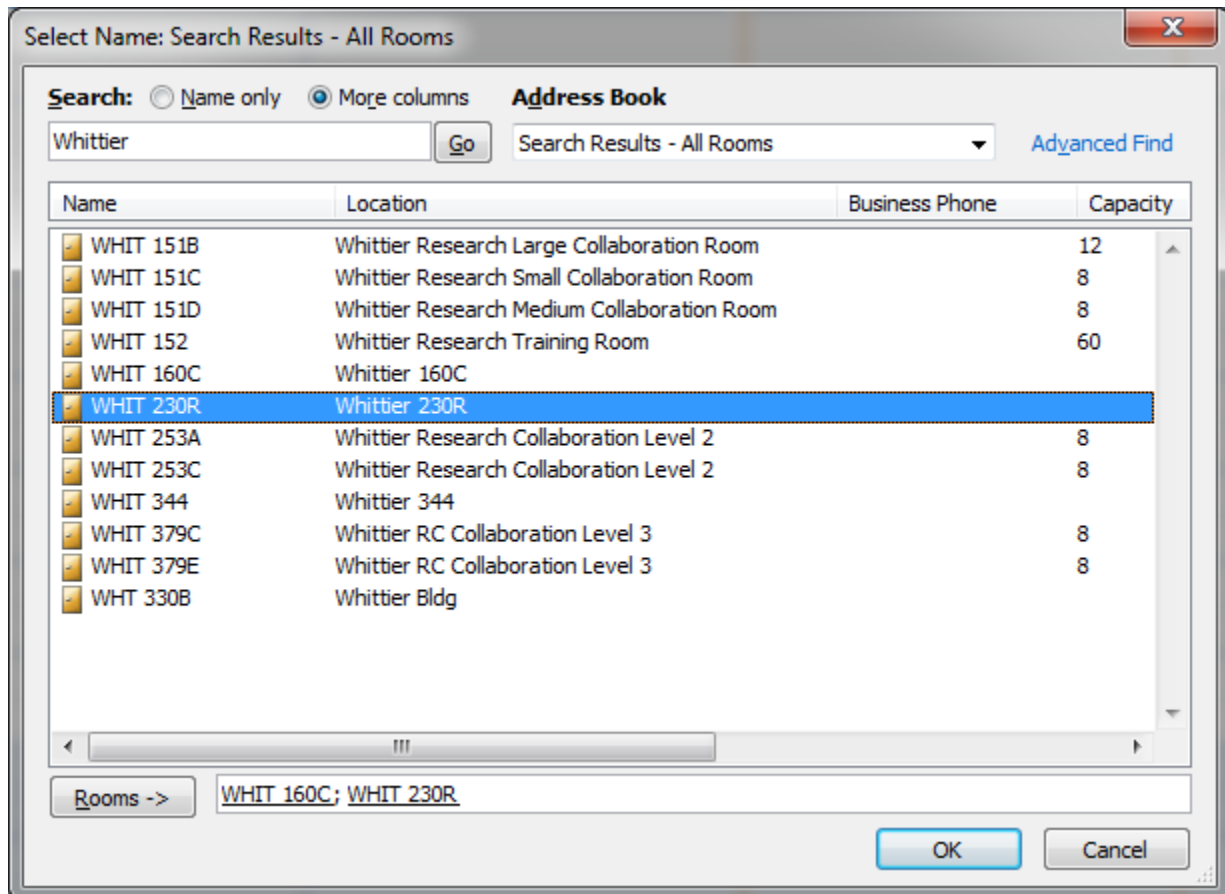
## Finding Whittier Room Calendars in Outlook

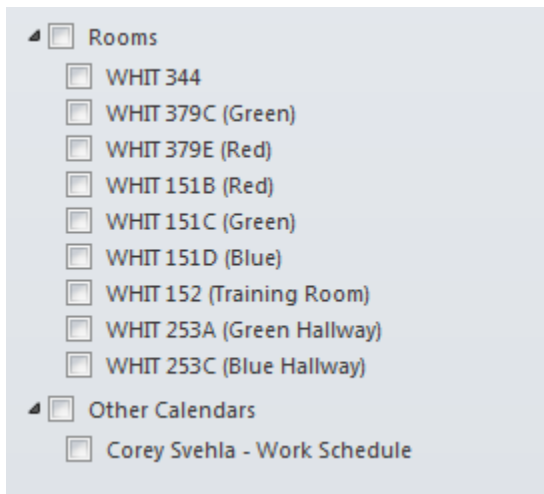
There have been many questions about room calendars for collaboration spaces in Whittier.

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



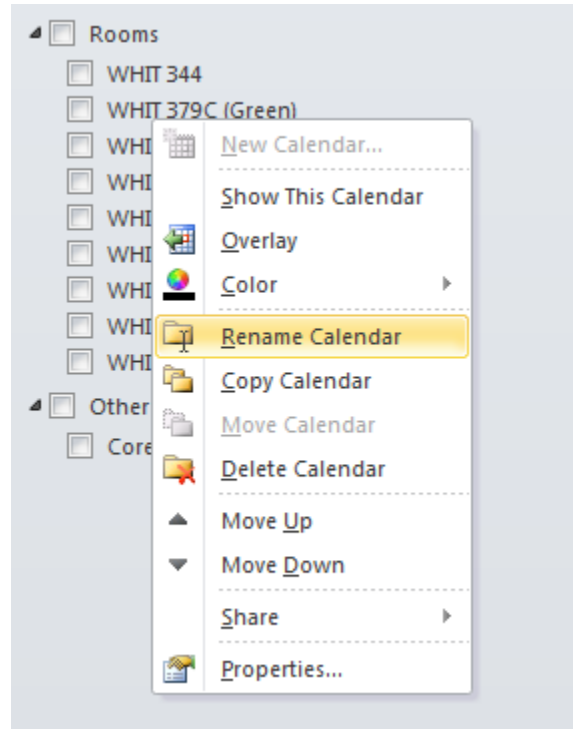
This brings up a search window. Type 'Whittier' and click the Go button to see a list of rooms in Whittier. Double click on the room you'd like to see and press the OK button. This will open up the calendar for the selected room. (Repeat this process for every room for which you want to create a calendar.)





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.



### Available Collaboration Spaces in Whittier

	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
	253C	2	Blue	West end of the back hallway near the locker rooms – 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