Making Room Reservations in Outlook

Before you can reserve a room, you will need to add the calendar for that room to your Outlook calendars. To add a room calendar:

- Log into the Microsoft 365 with your internet browser.
- Click on the Outlook app and select the calendar on the side bar.
- Select “Add Calendar” on the left.
- Click “Add from Directory”
- Type in the name of the room calendars you would like to add to your Outlook app.

List of room calendars you can add in Outlook:
*Please note that if there is a name indicated after the room, you will need to check room availability with that person.

Located in Parker Food Science and Technology Building
- FAES fs 120 conference room
- FAES fs 114 classroom
- FAES fs 118 classroom
- FAES fs 311 conference room
- FAES fs 059 small conference room – Kelly Elisar
- FAES fs 122 Sensory Lab – Ashley Soldavini and Chris Simons
- FAES fs 124 Chemistry Lab
- FAES fs 136 FST Lab
Located in Howlett Hall
FAES fs 140a Howlett Hall (located in FIC) - Heather Bell
FAES fs 206 Howlett Hall – Julie Peterson or Edisson Tello Camacho

After you’ve added the room calendar to your calendars, you will be able to view the availability for that room.

Now you are ready to reserve a room for your meeting.
- Check the calendar to make sure the room is available.
- Add the room name in the location section of your Outlook meeting invite. Adding the room will add the room email to the meeting invite, so it will show up on the room calendar.

Room Reservation Courtesy Tips:
- If you do not have calendar access to a room that you should have access to, please check with Kelly Elsar.
- If faculty would like to add a staff member or student to a calendar, please email Kelly Elsar.
- Reserving a room for an entire day is discouraged unless it is for a specific, day-long meeting.
- If you no longer need the room, please cancel the meeting so that the room will be available to others.
- Be mindful of groups waiting to meet immediately following your meeting.