Viewing a calendar using Office 365:

Note: If you’ve received an invitation to share a room calendar, you can select the link in the invitation to add to your calendar view. You may request an invitation by emailing evansres@uw.edu.

You can also access by opening the 'Calendar' in your Office 365 account. This will allow you to view room availability side by side with your calendar.

1. Open up Calendars in your Office 365 account (outlook.office.com)

2. Look under navigation pane on the left and find OTHER CALENDARS

3. Right click and select “Open calendar”
4. To open a calendar - search “Evans Commons”, “Evans Forum” or “Evans DCR”. Select one of the following from the directory list.

5. Select Open to add the calendar.
6. The calendar will be added to your list of calendars. Right click to rename the calendar — typically Evans Commons, Evans Forum, and Evans DCR.