Viewing a calendar using Outlook 2016:

Note: If you’ve received an invitation to share a room calendar, you can select the link in the invitation and select “Open Calendar”. You may request an invitation by emailing evansres@uw.edu.

To view calendar:

1. Open Outlook calendar
2. Select “Open Calendar” from the ribbon at the top and select “Room List” from the drop down.
3. Search for
   a. Evans.Commons 308
   b. Evans.DCR Room 209D
   c. Evans.Forum 309
4. Select “Rooms” to select the highlighted items
5. Select “OK”.

Room will be in your navigation pane on the left under group heading “ROOMS”. You may rename the calendars if you’d like!