

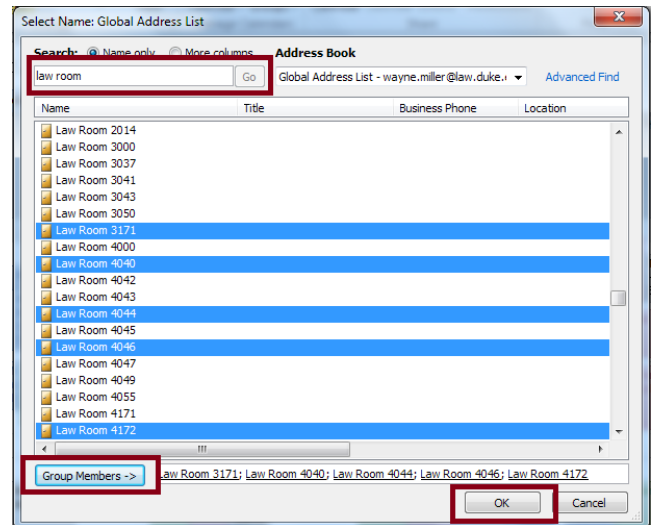
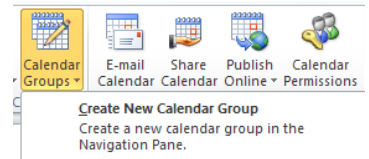
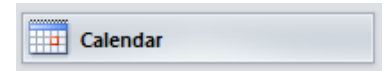
# How to search room availability in Outlook

Aug 8, 2011

First, create calendar groups for each of the classroom groups.

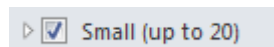
In Outlook:

1. Go to Calendar
2. Select Calendar Groups and Create New Calendar Group
3. Type in the appropriate name for the group and click OK.
4. In the Select Name window that next appears, type "Law room" into the search box, and click on the appropriate rooms according to the following groupings – or use your own. Hold down the control key in Windows and the Command (Apple) key in Macintosh to select multiple rooms. Click on the "Group Members ->" button to confirm your selection, and click OK.
5. Repeat steps to create groups for all the classrooms.



Group	Classrooms
Small (up to 20)	3171, 4040, 4044, 4046, 4172
Medium (20 – 75)	4042, 4045, 4047, 4049, 4055
Large (75 – 170)	3037, 3041, 3037

To view your calendar groups, click on Calendar then click on the checkbox of the group you wish to view.



Note that **Outlook Web App** cannot create or let you work directly with calendar groups.