

How to add a room while creating a meeting in Outlook OWA?

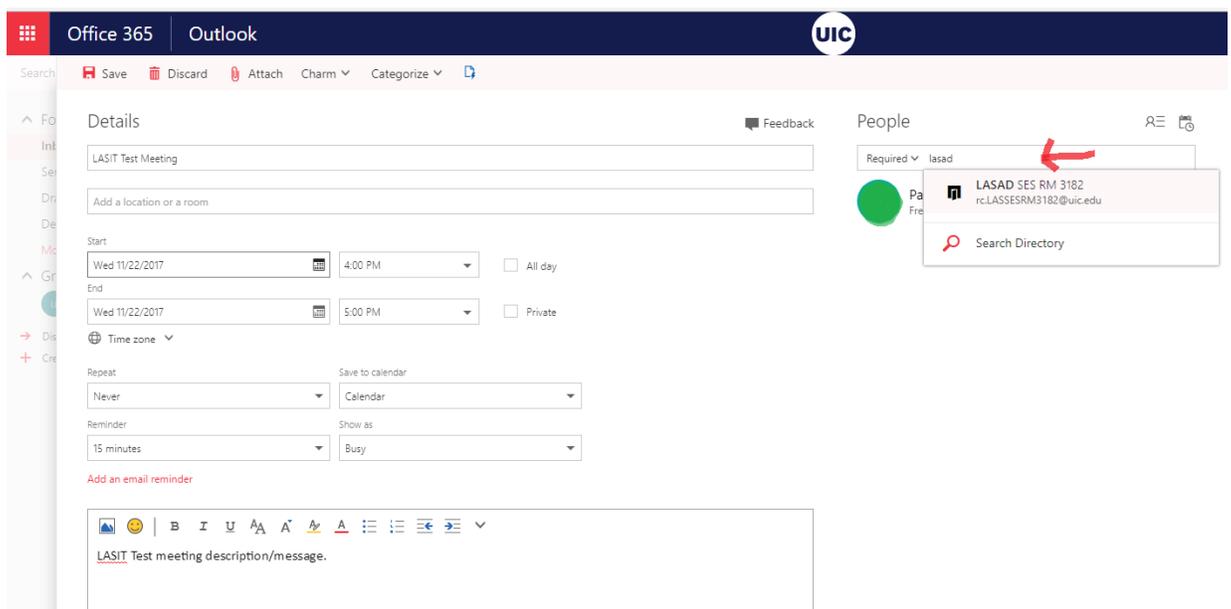
1. Using your preferred browser, open the Outlook online web access (OWA) page at <http://outlook.uic.edu>. After logging in, click on the downward pointing arrow next to “New” tab in the top menu. Select “Calendar Event” to create a new event/meeting.



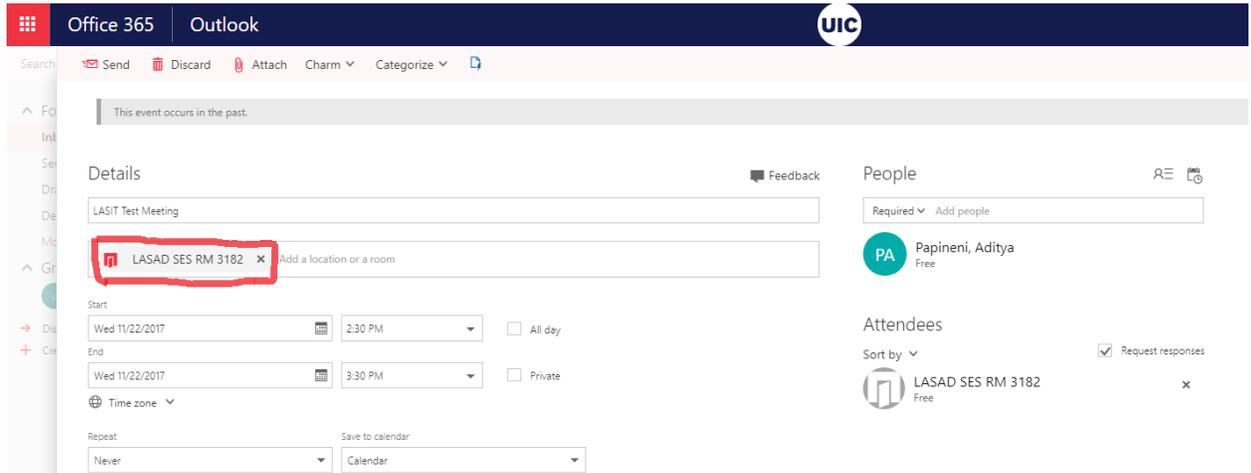
2. Add the details of the meeting. Type the subject, the meeting date and times and optionally add details of the meeting to the body of the message. In order to ensure that your departmental approver is aware of your request, we highly recommend adding your department’s name to the subject line. For example:

“BIOS request: Discussion regarding RA’s and TA’s”

3. Click on the space provided under “People,” on the right side of the page to search for and select attendees. Type in the name or email address of the room that needs to be reserved and add it as an attendee as well. The location field will be automatically updated after adding the room.

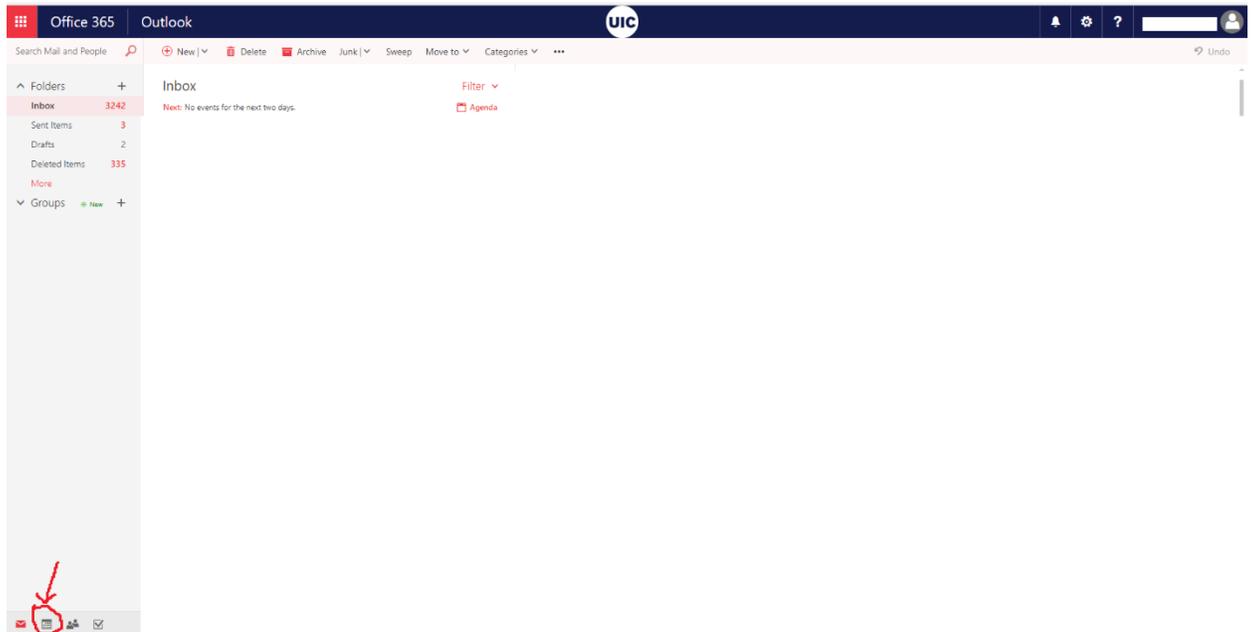


- The room will indicate if it is busy or free during the selected time. Click the “Send” button on the top menu to submit the meeting invite. The room will send a tentative approval if there are no scheduling conflicts. An approval or a denial will be sent by the moderators of the room.

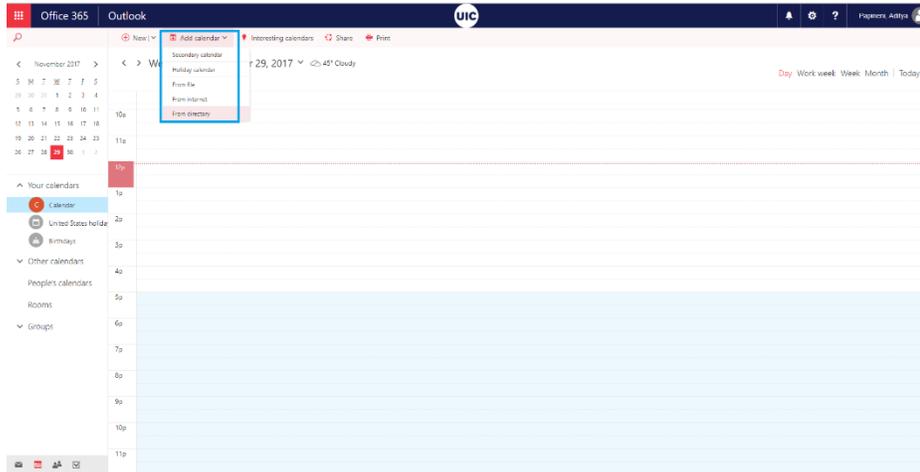


How to add a room's calendar to view it in Outlook OWA?

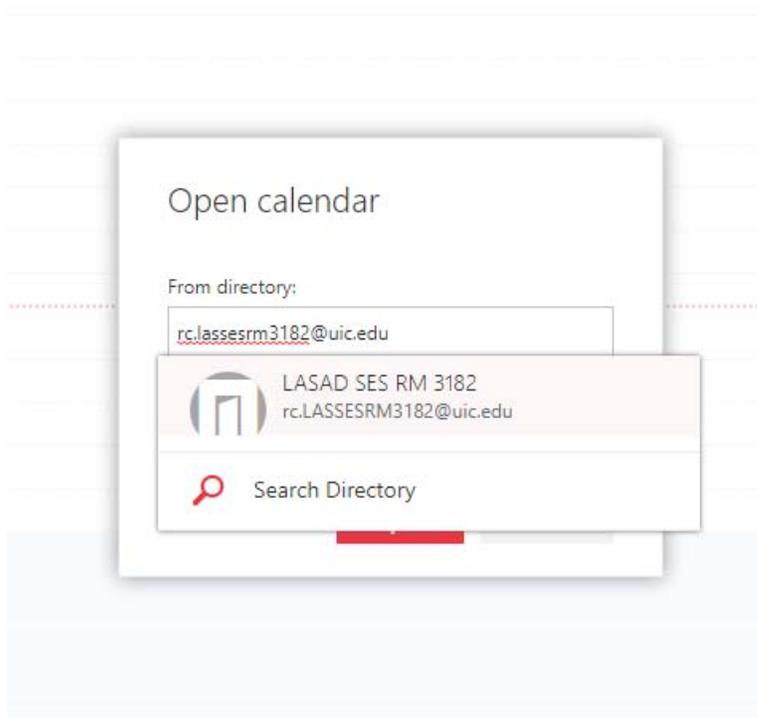
- Using your preferred browser, open the Outlook online web access (OWA) page at <http://outlook.uic.edu>. After logging in, on the bottom left corner, click on the small calendar button as shown in the picture.



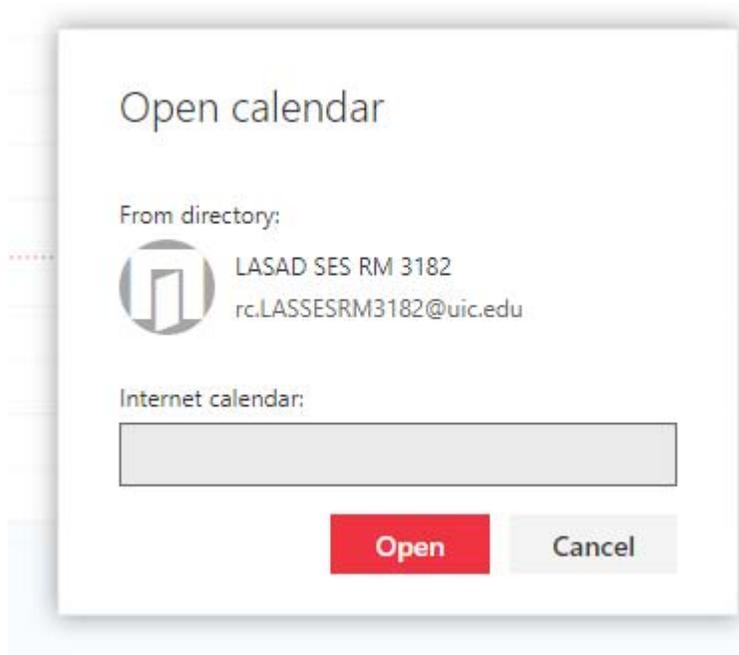
2. After the calendar page opens, click on “Add calendar” on the top menu and, in the drop down menu that appears, click “From directory”.



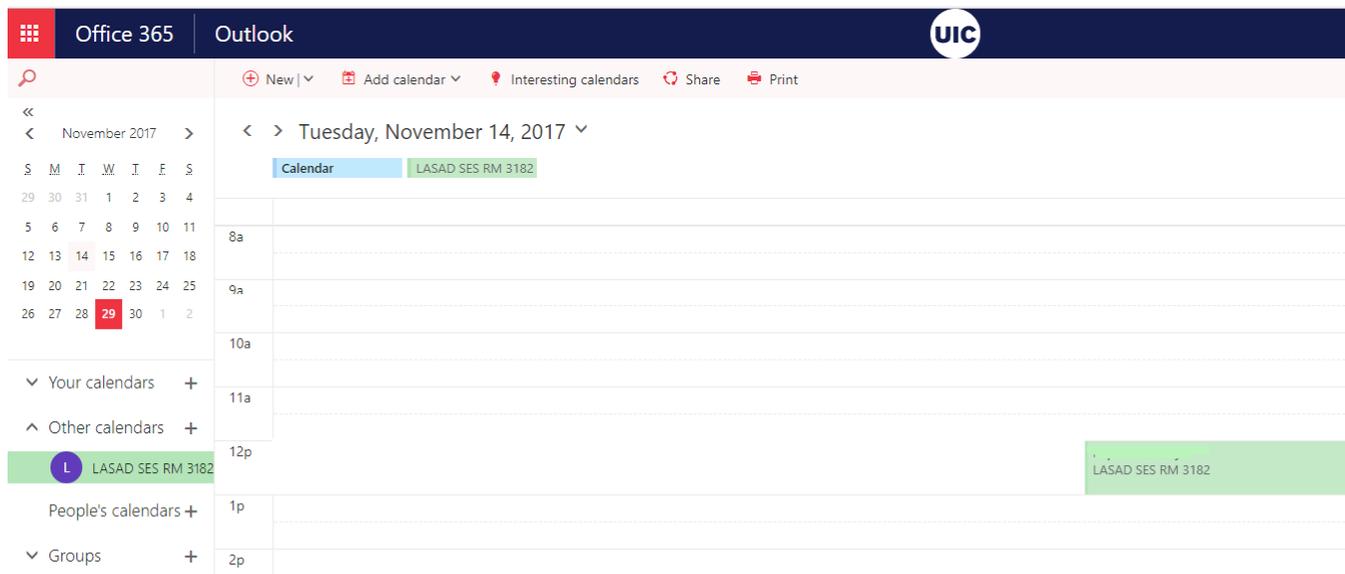
3. In the dialog box that pops up, under the “From directory” field, type the email address of the resource (or person) you want to view.



Then select the correct result that shows up so that it shows like below and click “open”



- The calendar of the added person or resource will be shown under “Other Calendars” in the pane on the left and the entries for it will be populated in the calendar view with the color corresponding to that calendar.



- To change the color of the calendar, right click on the calendar, select "Color" from the menu that shows up and select the preferred color.

