

Checking Resource Availability in the Outlook Calendar

AgIT Operations

FAQ No. S1.1.3

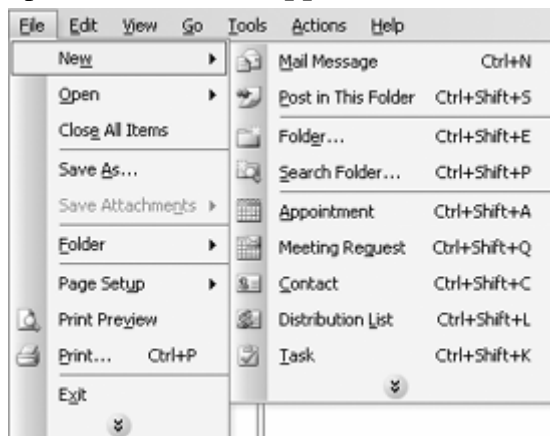
How do I check resource availability in the Outlook Calendar?

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1. Open Outlook
2. Logon to Outlook using your Exchange username and password.
3. Locate and click on **File** on the toolbar at the top of the program. This will reveal a drop down menu.



4. Locate and click on **New** on the drop down menu. This will reveal a side drop down menu.
5. Locate and click on **Appointment** in the side drop down menu. This will open an **Untitled – Appointment** window.



6. In the **Untitled – Appointment** window, click on the **Scheduling** tab to bring the scheduling screen to the front.

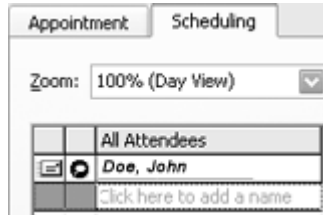


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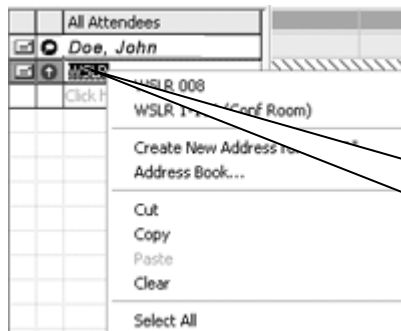
7. Locate your name under **All Attendees** on the left side of the **Untitled – Appointment** window. The textbox under your name should say **Click here to add a name**. Click once in this textbox.



8. Type either AGAD or WSLR in this textbox and hit enter on your keyboard. When you hit Enter, a new line should appear under the text you entered.



9. Right click on the AGAD/WSLR that you entered. A drop down menu should appear, listing all of the rooms in the building you entered.



10. Select a room from the drop down menu.
11. The times when that room is unavailable for the selected date will be blocked out in blue. Otherwise, the room is available for scheduling.
12. After you find a room that is available at the desired date and time, contact the office that is responsible for that space to reserve the room. Please do not attempt to schedule the room on Outlook without contacting the relevant office first.

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Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Frequently Asked Questions

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