## How to Browse the Room Booking Calendars in Outlook

If you want to browse the calendars for our meeting rooms, in order to find a suitable time, here's how to do it.

1.Open the Calendar window i Outlook.

2. Right click on "My Calendars, choose "Add calendar" and "From the room list".



3. Scroll down to "Sociology". There you will find our rooms.

		SBS Crillo (6)	3:339
	•	SOCIOLOGY Lunchrummet B8 (15)	B990
		SOCIOLOGY Lunchrummet B9 (15)	B892
t		SOCIOLOGY Seminarierum B800 (30)	B800
		SOCIOLOGY Seminarierum B900 (30)	B900
		SP E5156 (8)	E5156
		SP E5157 (8)	E5157
		Spökslottet, Glasrummet	
		Spökslottet, Gula rummet	
		Spökslottet, Holländska salen	
		Spökslottet, Stora salen	
		SRC Kitchen (40)	0
	•	SRC Lecture 251 (38)	251
	•	SRC Lobby (30)	0
	•	SRC Room 106 Basement (12)	106
		SRC Room 237 End of corridor (30)	237
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	Rum ->		
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4. Select the room you want, and click on the "Room" button. It is possible to select more than one room at the same time.

5. Click on OK. Now you can see the room calendars under "My Calendars" in outlook. Please note that the checkboxes next to the calendars selects which calendars are currently displayed. It is possible to browse several calendars simultaneously if needed.

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✓ Privat kalender			
Kalender - Outlook			
Test rumsbokning			
SOCIOLOGY Lunchrummet B8 (15)			
SOCIOLOGY Lunchrummet B9 (15)			
SOCIOLOGY Seminarierum B800 (30)			
SOCIOLOGY Seminarierum B900 (30)			