Show all Room Calendars in the Address Book

Action

To view all and only room calendars in the address book in Outlook, follow the steps below.

Instructions

1. Open the Address Book
2. Click the drop-down arrow under Address Book and select All Rooms. You will see a list of all the rooms that may be scheduled via UAlbany Mail.

3. If you double-click on a room in the Address Book, you can see the manager of that resource under the "Organization" tab, including his/her phone number. You can contact the manager of the resource to ask them to book the room for you.

Need more help? Contact the ITS Service Desk.