How to add a Meeting Room in Outlook

The following instructions outline how to add Meeting Rooms located in the Anthony Low Building into Outlook Calendar and how to make a booking.

The meeting rooms located at Innovations are known as:

Building 124, Anthony Low, The Kioloa Room
Building 124, Anthony Low, The Mount Stromlo Room
Building 124, Anthony Low, The Naru Room
Building 124, Anthony Low, The Platinum Room
Building 124, Anthony Low, The Siding Springs Room
Building 124, Anthony Low, The Garran Room
Building 124, Anthony Low, The Dickson Room
Building 124, Anthony Low, The Liversidge Room

Adding Resource Calendars to your Outlook Calendar List

1. Firstly go into the Calendar view in Outlook, right click on My Calendars, and choose Add Calendar from the drop down menu, then click From Room List.

![Image of Outlook Calendar view]

2. This will display the Address Book. You need to select All Rooms.

![Image of Outlook Address Book]
3. This will display the available **Resource Calendars**. We only need to add meeting rooms located at the Anthony Low Building (building 124).

![Image of Select Name: All Rooms window with Anthony Low Building meeting rooms listed]

Either **double click** each Calendar individually or highlight all and **click Rooms ->** to add **Click OK**.

The selected meeting room calendars will now be displayed in your calendar.

Please contact the FS ITS helpdesk x50444 or [fs.helpdesk@anu.edu.au](mailto:fs.helpdesk@anu.edu.au) if you run into any problems following these instructions.