How to add a Meeting Room in Outlook

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

The meeting rooms located at Innovations are known as:

Building 124, Innovations, The Kioloa Room
Building 124, Innovations, The Mount Stromlo Room
Building 124, Innovations, The Naru Room
Building 124, Innovations, The Platinum Room
Building 124, Innovations, The Siding Springs Room
Building 124, Innovations, The Garran Room
Building 124, Innovations, The Dickson Room
Building 124, Innovations, 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.

2. This will display the Address Book. You need to select All Rooms.
3. This will display the available **Resource Calendars**. We only need to add meeting rooms located at the Innovations Building (building 124).

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.