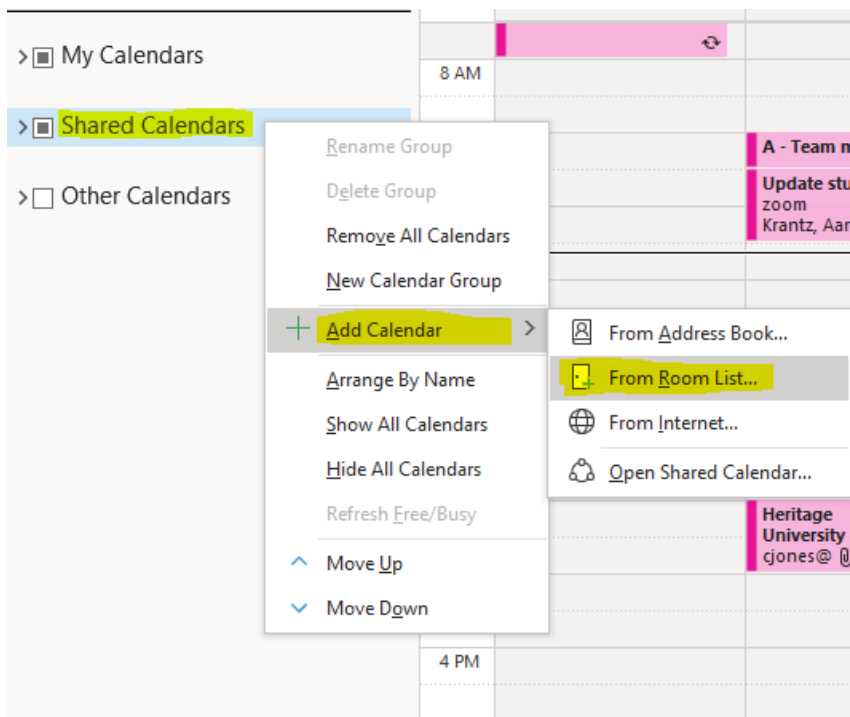


## How to access campus calendars

- Go to your outlook calendar



- Right click the **Shared Calendars** tab, go to **Add Calendar**, then select **From Room List**



- A list of rooms in alphabetical order will appear. You can select as many calendars as you would like to see. To select double click the room or click the rooms button on the lower left corner.

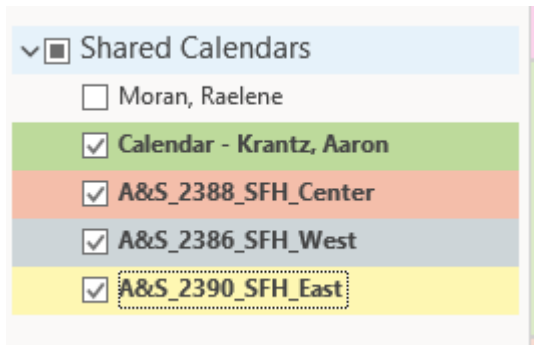
Select Name: All Rooms

Search:  All columns  Name only

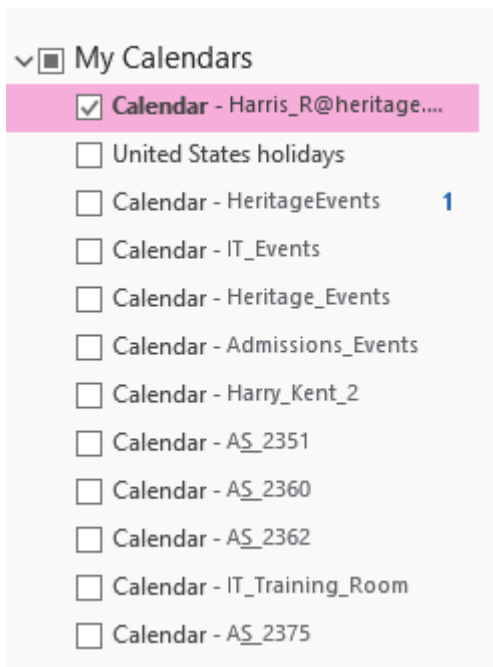
Address Book:  [Advanced Find](#)

Name	Location	Business Phone	Capacity	Description
<input checked="" type="checkbox"/> A&S_2351	Arts & Science Buildi...		10	Room
<input type="checkbox"/> A&S_2360	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2361	Arts & Science Buildi...			Room
<input type="checkbox"/> A&S_2362	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2364	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2366	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2367	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2375	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2377	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2386_SFH_West	Arts & Science Buildi...		96	Room
<input type="checkbox"/> A&S_2387	Arts & Science Buildi...		32	Room
<input type="checkbox"/> A&S_2388_SFH_Center	Arts & Science Buildi...		96	Room
<input type="checkbox"/> A&S_2390_SFH_East	Arts & Science Buildi...		96	Room
<input type="checkbox"/> A&S_SFH_Patio	Arts & Science Buildi...			Room
<input type="checkbox"/> Admissions_Events	Admissions_Events			Room
<input type="checkbox"/> Advancement_Events				Room
<input type="checkbox"/> Barnhill_Fireside_Conf	Commons		64	Room
<input type="checkbox"/> Cafe_Foyer	Gaye and Jim Pigott ...			Room
<input type="checkbox"/> CTBC_2212	Community Training ...		42	Room
<input type="checkbox"/> CTBC_2214	Community and Trai...		39	Room
<input type="checkbox"/> Eagles_Cafe	Gaye and Jim Pigott ...		158	Room
<input type="checkbox"/> East_Cafe_Patio	Gaye and Jim Pigott ...			Room
<input type="checkbox"/> Great_Lawn				Room
<input type="checkbox"/> Harry_Kent_1	Harry Kent Building		42	Room
<input type="checkbox"/> Harry_Kent_2	Harry Kent Building		39	Room
<input type="checkbox"/> Heritage_Events	Heritage_Events			Room
<input type="checkbox"/> IT_Events				Room
<input type="checkbox"/> IT_Training_Room	Gagnier Hall		4	Room
<input type="checkbox"/> Kathleen_Ross_409	Kathleen Ross Center		20	Room
<input type="checkbox"/> Kathleen_Ross_416	Kathleen Ross Center		20	Room
<input type="checkbox"/> Kathleen_Ross_417	Kathleen Ross Center		20	Room
<input type="checkbox"/> Kathleen_Ross_418	Kathleen Ross Center		20	Room
<input type="checkbox"/> Kathleen_Ross_419	Kathleen Ross Center		20	Room

- Once you select the room(s) and click OK the calendars you selected will show up under the Shared Calendars tab



- If you have been granted access to a rooms calendar for scheduling it will appear under **My Calendars**



- If you do not have editing permissions, you can reach out to the Registrar's office for classroom scheduling or Heritage Events for event scheduling.
  - [Registrar@heritage.edu](mailto:Registrar@heritage.edu)
  - [HeritageEvents@heritage.edu](mailto:HeritageEvents@heritage.edu)