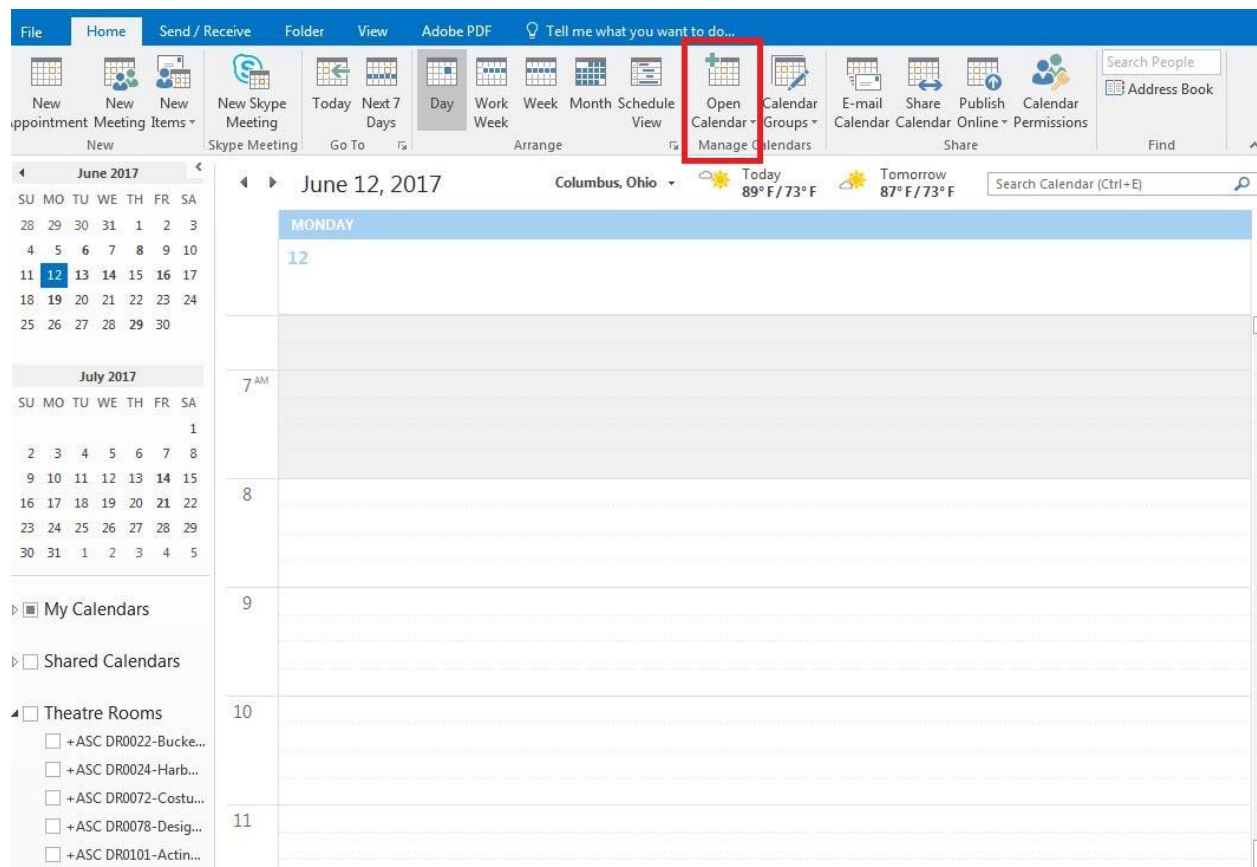


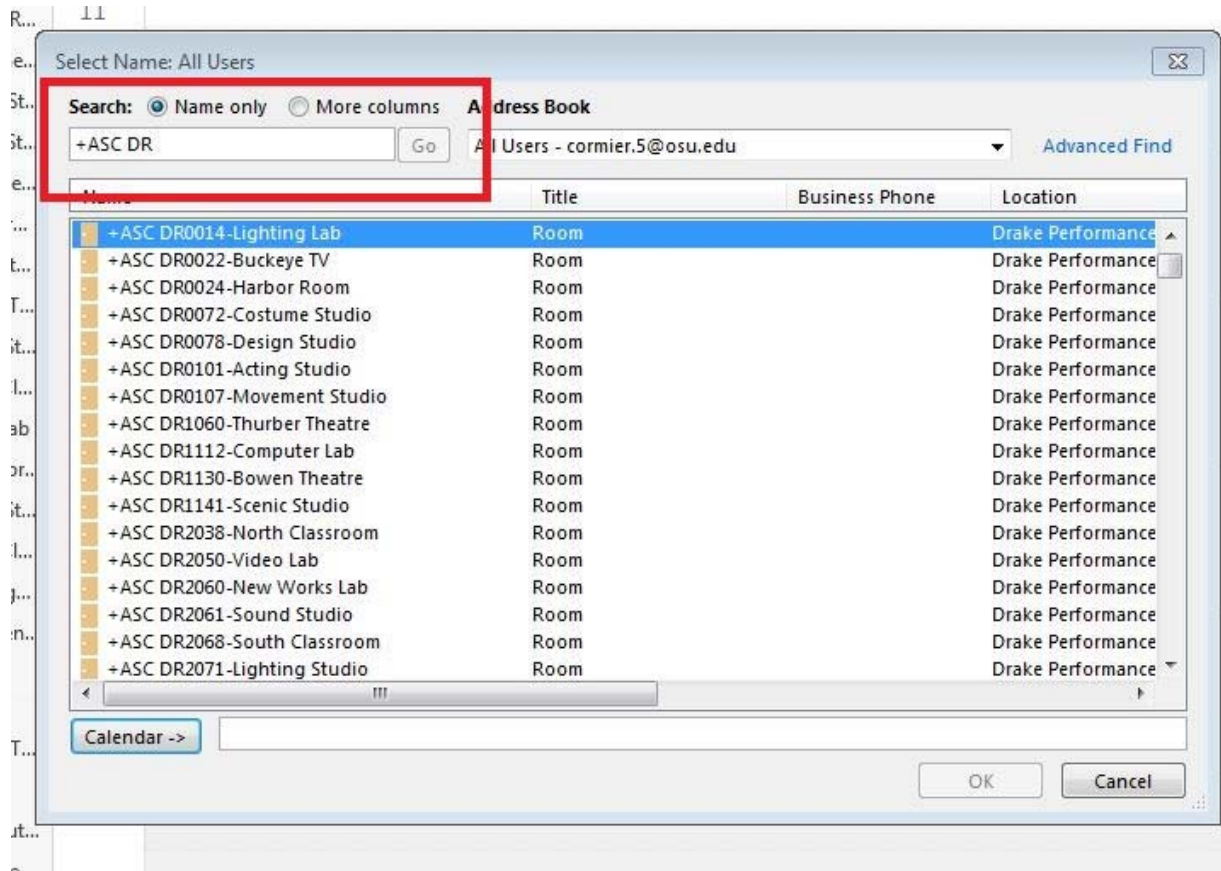
If you'd like to see the schedule for different rooms, the easiest way to do that is to have them listed in your Calendar view in Outlook. To have them show there, follow the instructions below.

1. To open a calendar in your Outlook, go to Calendar, and click on Open Calendar at the top and From Address Book.

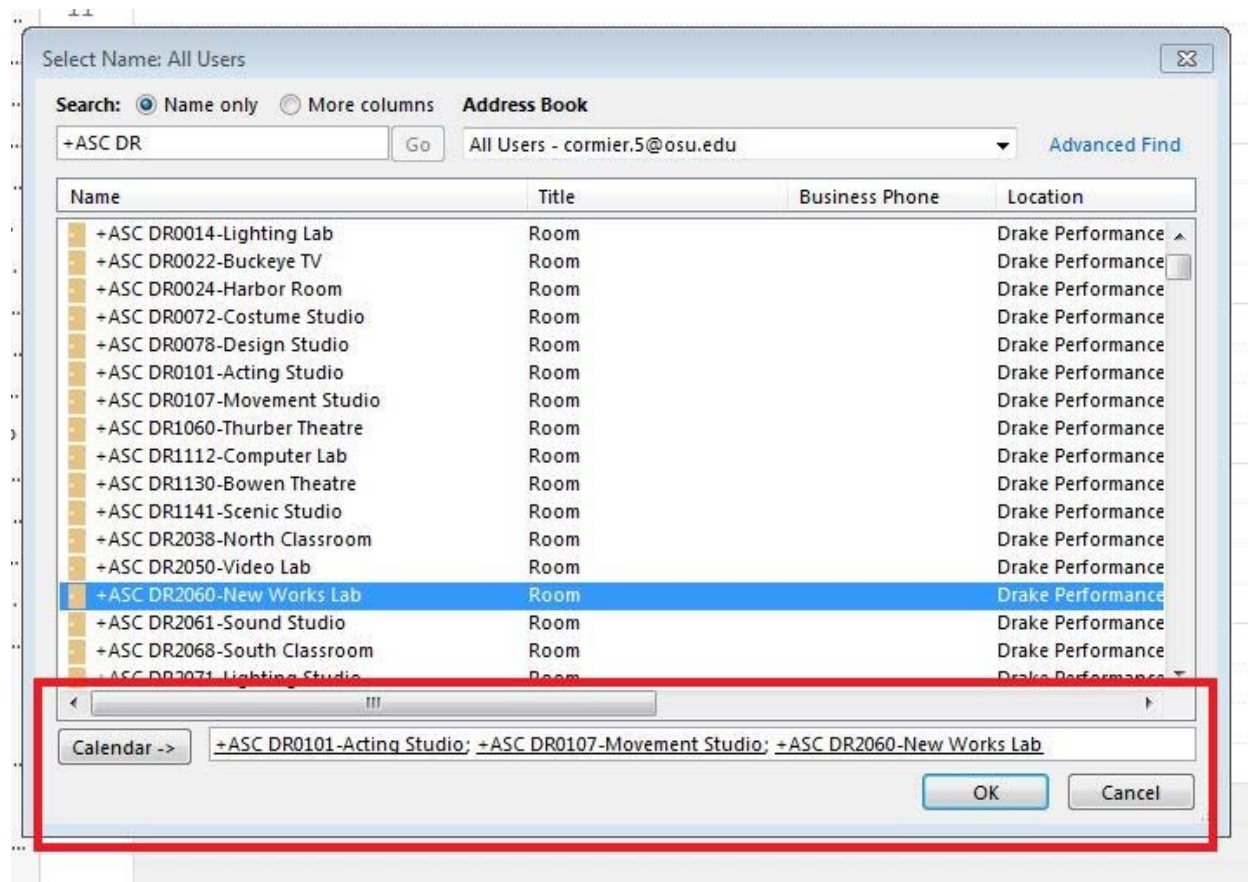


2. In the box that pops up, search for +ASC DR.

You should then be able to see all the rooms and equipment calendars for the Department of Theatre.



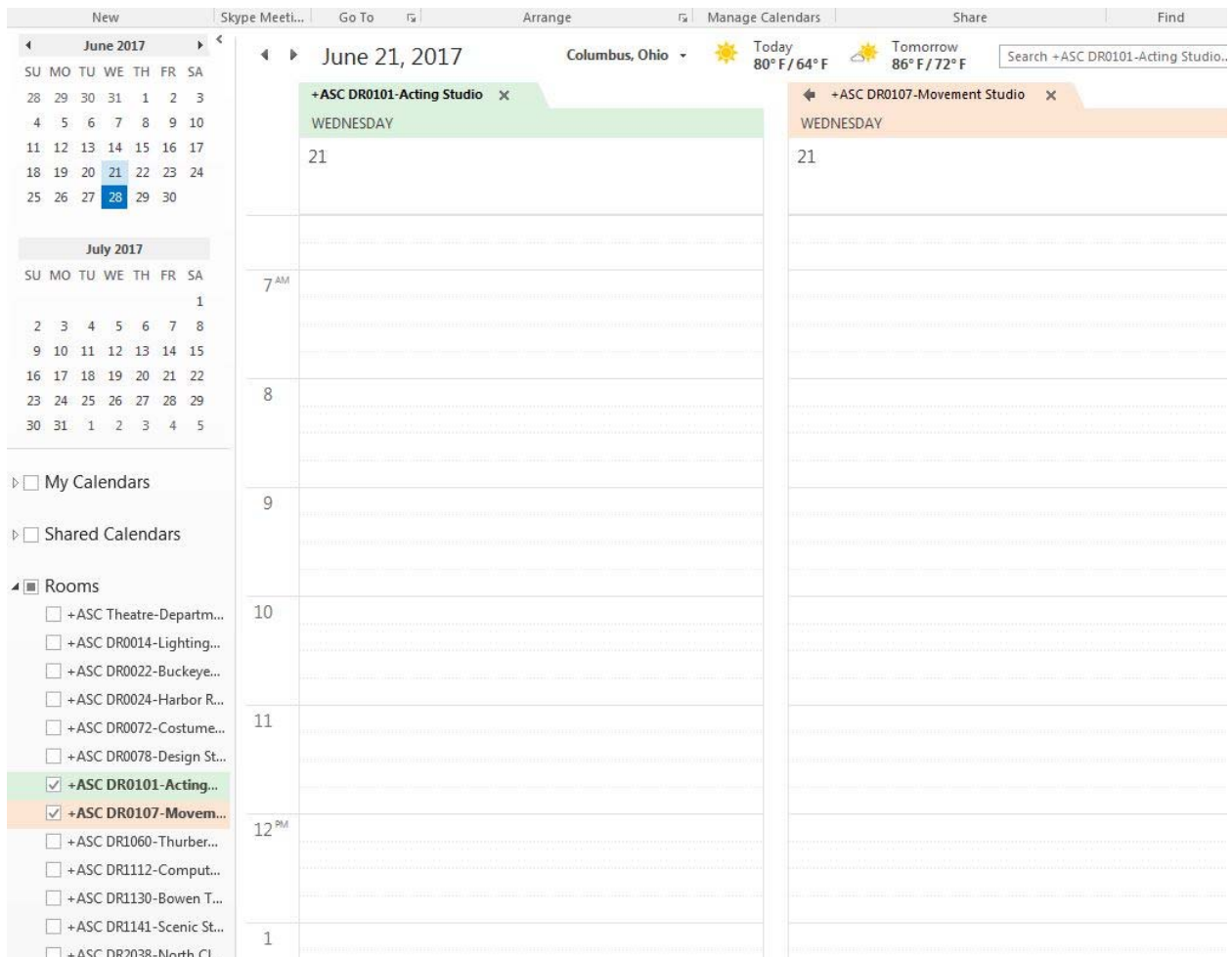
3. From here, you can select one room or multiple rooms. Once you add a room this way, they will stay in your sidebar so that you will only have to go through this exercise once. If you would like, you can select all the rooms you think you might want to view and add them at once. When you have selected the rooms you want, press the Rooms -> button and then OK.



4. They should then show up in your sidebar on the left.

The screenshot displays the Outlook calendar interface for June 21, 2017, in Columbus, Ohio. The interface includes a navigation bar at the top with options like 'New', 'Skype Meeti...', 'Go To', 'Arrange', 'Manage Calendars', 'Share', and 'Find'. Below this, a calendar grid shows the current date, June 21, 2017, with the weather forecast for Today (80° F / 64° F) and Tomorrow (86° F / 72° F). The main calendar area is split into two panes. The left pane is titled '+ASC DR0101-Acting Studio' and shows a green header for 'WEDNESDAY' with the date '21'. The right pane is titled '+ASC DR0107-Movement Studio' and shows an orange header for 'WEDNESDAY' with the date '21'. The sidebar on the left is expanded to show 'My Calendars' and 'Shared Calendars' sections. Under 'Rooms', two calendars are checked: '+ASC DR0101-Acting...' (highlighted in green) and '+ASC DR0107-Movem...' (highlighted in orange). Other room calendars listed include '+ASC Theatre-Departm...', '+ASC DR0014-Lighting...', '+ASC DR0022-Buckeye...', '+ASC DR0024-Harbor R...', '+ASC DR0072-Costume...', '+ASC DR0078-Design St...', '+ASC DR1060-Thurber...', '+ASC DR1112-Comput...', '+ASC DR1130-Bowen T...', '+ASC DR1141-Scenic St...', and '+ASC DR2038-North CL...'.

5. By placing a checkmark next to the ones you want to view, you can see the calendars for each room. You can also follow the same procedure above to view the public calendars of anyone on campus.



This is also the procedure to view the Department Calendar, production calendars, and equipment rentals (truck and van). Here is the complete list of calendar and equipment names.

▾ <input type="checkbox"/> Rooms	
<input type="checkbox"/> +ASC Theatre-Department Calendar	
<input type="checkbox"/> +ASC DR0014-Lighting Lab	12 ^{PM}
<input type="checkbox"/> +ASC DR0022-Buckeye TV	
<input type="checkbox"/> +ASC DR0024-Harbor Room	
<input type="checkbox"/> +ASC DR0072-Costume Studio	
<input type="checkbox"/> +ASC DR0078-Design Studio	1
<input type="checkbox"/> +ASC DR0101-Acting Studio	
<input type="checkbox"/> +ASC DR0107-Movement Studio	
<input type="checkbox"/> +ASC DR1060-Thurber Theatre	
<input type="checkbox"/> +ASC DR1112-Computer Lab	2
<input type="checkbox"/> +ASC DR1130-Bowen Theatre	
<input type="checkbox"/> +ASC DR1141-Scenic Studio	
<input type="checkbox"/> +ASC DR2038-North Classroom	
<input type="checkbox"/> +ASC DR2050-Video Lab	3
<input type="checkbox"/> +ASC DR2060-New Works Lab	
<input type="checkbox"/> +ASC DR2061-Sound Studio	
<input type="checkbox"/> +ASC DR2068-South Classroom	
<input type="checkbox"/> +ASC DR2071-Lighting Studio	4
<input type="checkbox"/> +ASC DR2072-Conference Room	
▾ <input type="checkbox"/> Production Calendars	
<input type="checkbox"/> +ASC Theatre-School Tour	5
<input type="checkbox"/> +ASC Theatre-Marisol	
<input type="checkbox"/> +ASC Theatre-MFA Outreach Project	
<input type="checkbox"/> +ASC Theatre-Raw Theatre	
<input type="checkbox"/> +ASC Theatre-Execution of Justice	6
<input type="checkbox"/> +ASC Theatre-Solo Festival	
▾ <input type="checkbox"/> Equipment	
<input type="checkbox"/> +ASC Theatre-Truck	7
<input type="checkbox"/> +ASC Theatre-Van	