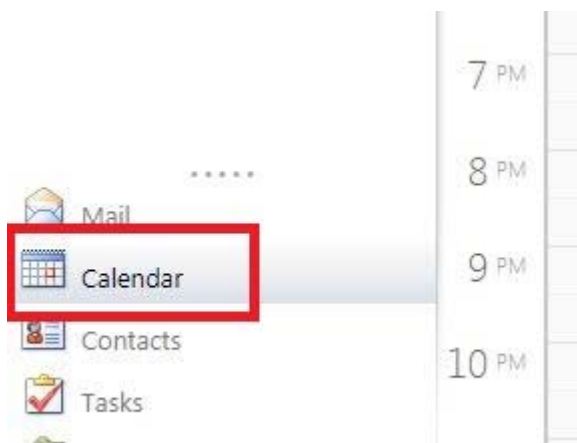
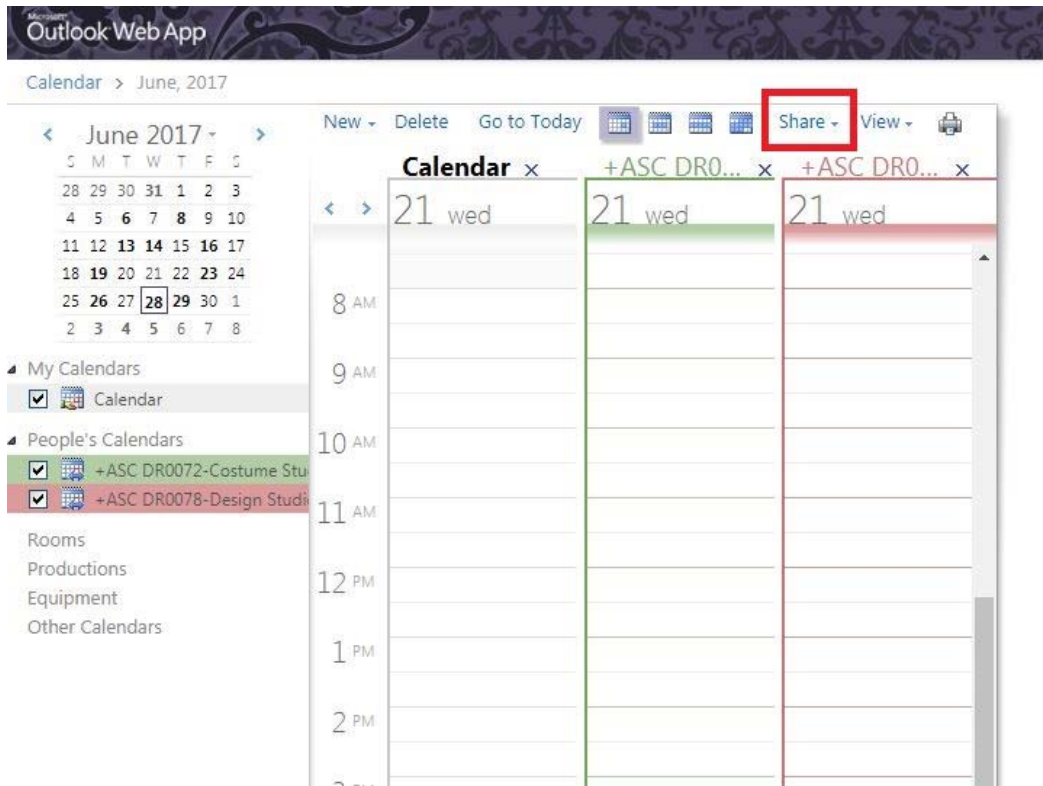


If you'd like to see the schedule for different rooms, the easiest way to do that is to have them listed in your Calendar view in Outlook. To have them show there, follow the instructions below.

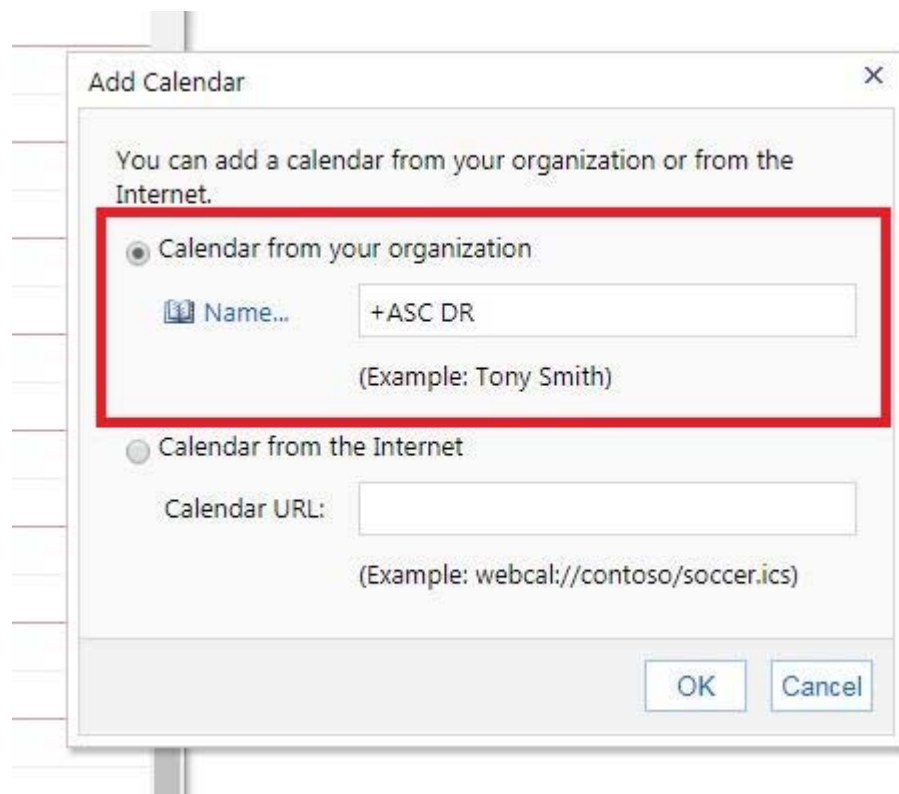
1. To add rooms to the sidebar of your webmail so that you can view room calendars, first log in to webmail and click on the calendar button in the lower left.



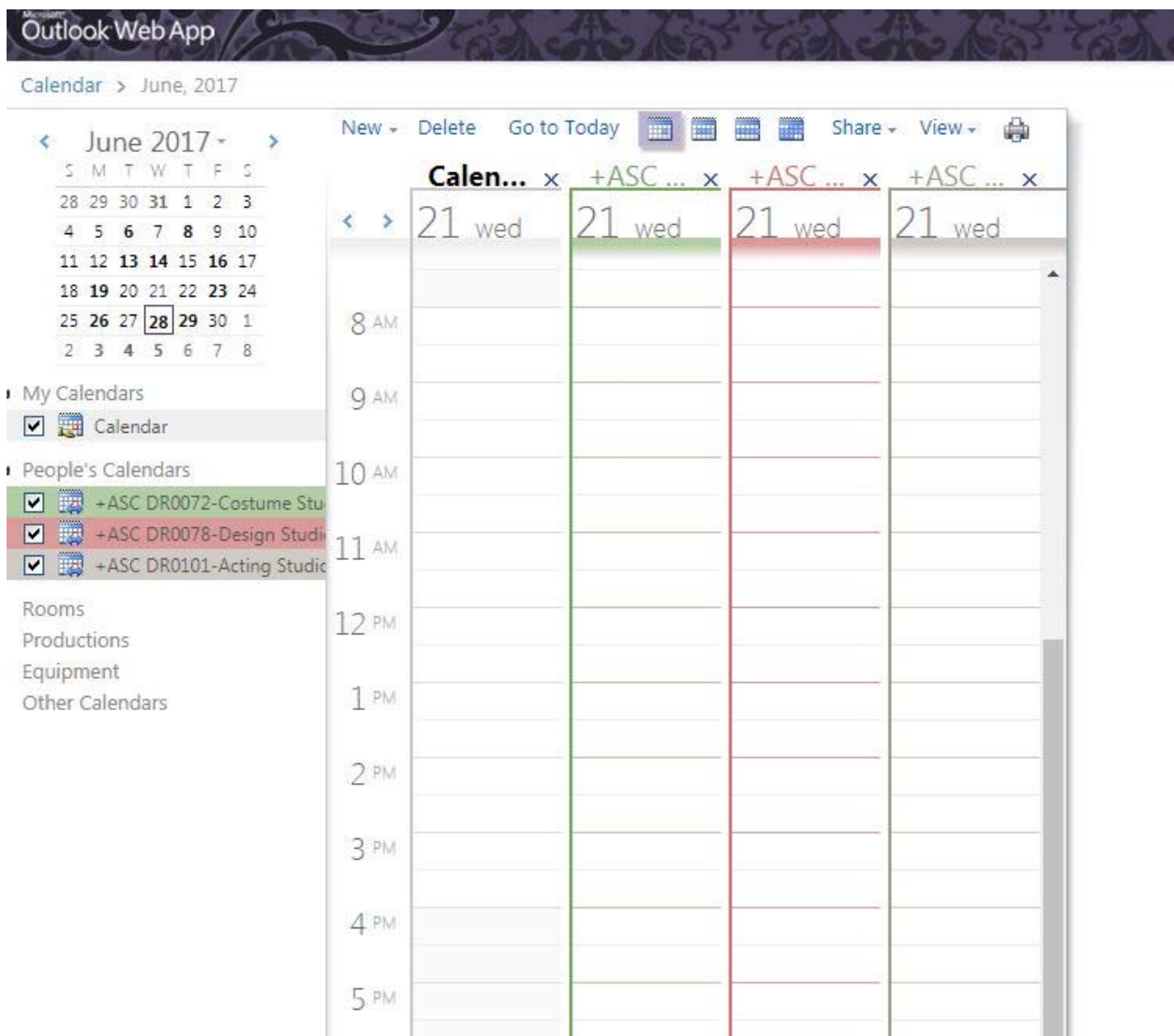
2. Click the Share button. Then click the Add Calendar button.



3. In the box that pops up, make sure the “Calendar from your organization” radio button is checked, and type +ASC DR in the name field. Click OK. You should then see a list of all of the Department of Theatre rooms that can be reserved. Select a room and click OK.



4. You should then see the room in your list of rooms on the left of your calendar. Press the checkbox next to it to see the calendar. You can follow the same procedure to view other people's public calendar as well.



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	