### TABLE OF CONTENTS:

**Notes:**
- Page 1

**Adding Room and Truck Calendars to Outlook:**
- In Outlook for Windows: Page 2
- In Outlook for MacOS: Page 3
- In Outlook Online: Page 4

**How to Make a Reservation:**
- In Outlook for Windows: Page 5
- In Outlook for MacOS: Page 6
- In Outlook Online: Page 7

**List of Resource Email Addresses:**
- Page 8
Notes

- Keep in mind that it’s possible to edit and delete other people’s reservations. Don’t do this without permission.

- Be sure to invite yourself to each meeting/reservation you make so that you can be notified if unexpected changes are made to your reservation. Instructions below.

- Only authorized drivers will have access to the truck calendar. For questions, contact Brita Larsson at larsson@sfsu.edu.

- There are many different versions of Outlook. Your screens may vary.

- This guide is meant as a primer for getting started on Outlook calendaring. For info on more advanced features, check out https://support.office.com/en-us/outlook.
Adding Room and Truck Calendars to Outlook

Resource email addresses are on the last page

Outlook for Windows:

- In Outlook, with the Calendar view open, click  (Home) near the upper left corner.

- Click  (Add Calendar). Choose “From Address Book…”

- Type the email address of the resource you want to add in the box at the bottom of the window (e.g., commonsdh@sfsu.edu):

- Click OK.
Adding Room and Truck Calendars to Outlook

Resource email addresses are on the last page

Outlook for MacOS:

• In Outlook, with the Calendar view open, click (Home) in the upper left corner.

• Click (Open Shared Calendar).
• Type the email address of the resource you want to add in the box (e.g., commonsdh@sfsu.edu).
• Click Open.
**Adding Room and Truck Calendars to Outlook**

*Resource email addresses are on the last page*

**Outlook Online:**

- Sign in at [https://outlook.office.com](https://outlook.office.com)
- With the Calendar view open, click “Import calendar” on the left.
- Click “From directory”.
- Type the email address of the resource you want to add (e.g., commonsdh@sfsu.edu).
- Click Add.
How to Make a Reservation

Outlook for Windows:

- Open Outlook and get to the Calendar view.
- On the left under Shared Calendars, check the box corresponding to the resource's calendar. Uncheck all other boxes under Shared Calendars and My Calendars. This will hide all other calendars.
- Double-click the day of the reservation.
- For "Title", enter your name. If you are reserving a room, also enter a class or event title. For example, “Cookie Monster, Baking 101”.

  Invite yourself to the meeting: Click (Invite Attendees). In “Required”, enter your SFSU email address. This will allow you to be notified if changes are made to the reservation.
- Optionally, you can invite others to the meeting by typing their SFSU email addresses, pressing Enter after each one.
- Choose your start and end times.
- Optionally, enter any notes in the body of the reservation.
- Click “Send”. Click “Send Anyway” if prompted about a missing location.
- If you receive an email invitation to the meeting, accept the invitation.
- To Cancel a reservation, double click the event on your calendar, and choose (Cancel Meeting), then Send Cancellation.
How to Make a Reservation

Outlook for MacOS:

- Open Outlook and get to the Calendar view.
- Double-click the day of the reservation.
- Click (Invite). In the “From” dropdown box, select the resource you are reserving.
- In “To:” enter your SFSU email address. This will allow you to be notified if changes are made to the reservation.
- Optionally, you can invite others to the meeting by typing their SFSU email addresses, pressing Return after each one.
- In “Subject”, enter your name. If you are reserving a room, also enter a class or event title. For example, “Cookie Monster, Baking 101”.
- Choose your start and end times.
- Optionally, enter any notes in the body of the reservation.
- Click “Send”. Click “Send Invitation” if prompted about a location.
- If you receive an email invitation to the meeting, accept the invitation.
How to Make a Reservation

Outlook Online:

• Sign in at https://outlook.office.com
• On the Left under “People’s calendars”, check the radio button corresponding to the resource’s calendar. Uncheck all other radio buttons, under “My calendars” and “People’s calendars”. This will hide all other calendars.
• Double-click the day of the reservation.
• In “Add a title”, enter your name. If you are reserving a room, also enter a class or event title. For example, “Cookie Monster, Baking 101”.
• Invite yourself to the meeting: In “Invite attendees”, enter your SFSU email address. This will allow you to be notified if changes are made to the reservation.
• Optionally, you can invite others to the meeting by typing their SFSU email addresses, pressing Enter/Return after each one.
• Choose your start and end times.
• Optionally, enter any notes in the box labeled “Add a description…”
• Click “Send”.
• If you receive an email invitation to the meeting, accept the invitation.
• To Cancel a reservation, double click the event on your calendar, and choose (Cancel). Optionally, enter a message for attendees, and click Send.
## Resource Email Addresses

### Rooms:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons Delta Hall</td>
<td><a href="mailto:commonsdh@sfsu.edu">commonsdh@sfsu.edu</a></td>
</tr>
<tr>
<td>1st Floor Classroom Estuary Hall</td>
<td><a href="mailto:firstflooreh@sfsu.edu">firstflooreh@sfsu.edu</a></td>
</tr>
<tr>
<td>Kern Classroom</td>
<td><a href="mailto:kernclassroom@sfsu.edu">kernclassroom@sfsu.edu</a></td>
</tr>
<tr>
<td>Lobby Estuary Hall</td>
<td><a href="mailto:lobbyeh@sfsu.edu">lobbyeh@sfsu.edu</a></td>
</tr>
<tr>
<td>NERR Library</td>
<td><a href="mailto:nerrlibrary@sfsu.edu">nerrlibrary@sfsu.edu</a></td>
</tr>
<tr>
<td>NERR Seminar Room</td>
<td><a href="mailto:nerrseminarroom@sfsu.edu">nerrseminarroom@sfsu.edu</a></td>
</tr>
<tr>
<td>2nd Floor Classroom Estuary Hall</td>
<td><a href="mailto:secondflooreh@sfsu.edu">secondflooreh@sfsu.edu</a></td>
</tr>
<tr>
<td>3rd Floor Conference Room Delta Hall</td>
<td><a href="mailto:thirdfloorconferencedh@sfsu.edu">thirdfloorconferencedh@sfsu.edu</a></td>
</tr>
</tbody>
</table>

### Trucks:

<table>
<thead>
<tr>
<th>TRUCK</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford F-150</td>
<td><a href="mailto:fordf150@sfsu.edu">fordf150@sfsu.edu</a></td>
</tr>
<tr>
<td>GMC 4x4</td>
<td><a href="mailto:gmc4x4@sfsu.edu">gmc4x4@sfsu.edu</a></td>
</tr>
<tr>
<td>Nissan Frontier</td>
<td><a href="mailto:nissanfrontier@sfsu.edu">nissanfrontier@sfsu.edu</a></td>
</tr>
<tr>
<td>Suburban</td>
<td><a href="mailto:suburban@sfsu.edu">suburban@sfsu.edu</a></td>
</tr>
</tbody>
</table>