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.
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.

<table>
<thead>
<tr>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ +ASC Theatre-Department Calendar</td>
</tr>
<tr>
<td>☐ +ASC DR0014-Lighting Lab</td>
</tr>
<tr>
<td>☐ +ASC DR0022-Buckeye TV</td>
</tr>
<tr>
<td>☐ +ASC DR0024-Harbor Room</td>
</tr>
<tr>
<td>☐ +ASC DR0072-Costume Studio</td>
</tr>
<tr>
<td>☐ +ASC DR0078-Design Studio</td>
</tr>
<tr>
<td>☐ +ASC DR0101-Acting Studio</td>
</tr>
<tr>
<td>☐ +ASC DR0107-Movement Studio</td>
</tr>
<tr>
<td>☐ +ASC DR1060-Thurber Theatre</td>
</tr>
<tr>
<td>☐ +ASC DR1112-Computer Lab</td>
</tr>
<tr>
<td>☐ +ASC DR1130-Bowen Theatre</td>
</tr>
<tr>
<td>☐ +ASC DR1141-Scenic Studio</td>
</tr>
<tr>
<td>☐ +ASC DR2038-North Classroom</td>
</tr>
<tr>
<td>☐ +ASC DR2050-Video Lab</td>
</tr>
<tr>
<td>☐ +ASC DR2060-New Works Lab</td>
</tr>
<tr>
<td>☐ +ASC DR2061-Sound Studio</td>
</tr>
<tr>
<td>☐ +ASC DR2068-South Classroom</td>
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<tr>
<td>☐ +ASC DR2071-Lighting Studio</td>
</tr>
<tr>
<td>☐ +ASC DR2072-Conference Room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Production Calendars</th>
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</thead>
<tbody>
<tr>
<td>☐ +ASC Theatre-School Tour</td>
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<tr>
<td>☐ +ASC Theatre-Maosol</td>
</tr>
<tr>
<td>☐ +ASC Theatre-MFA Outreach Project</td>
</tr>
<tr>
<td>☐ +ASC Theatre-Raw Theatre</td>
</tr>
<tr>
<td>☐ +ASC Theatre-Execution of Justice</td>
</tr>
<tr>
<td>☐ +ASC Theatre-Solo Festival</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ +ASC Theatre-Truck</td>
</tr>
<tr>
<td>☐ +ASC Theatre-Van</td>
</tr>
</tbody>
</table>