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.