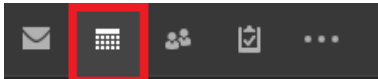


How to view Rooms calendar.

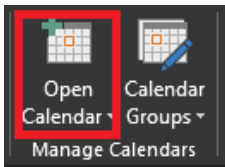
When you want to see if a room/vehicle is available.

Using the desktop app.

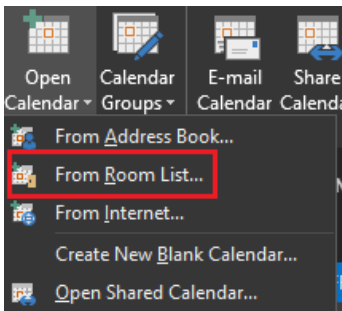
1.) In the desktop app, click on the **Calendar** icon at the bottom.



2.) At the top tool bar, click on **Open Calendar**.



3.) From the drop down list select **From Room List...**



4.) Double click on room you wish to view then click **OK**.

Name	Location	Business Phone	Capacity	Description	Email Ad
FPC-Lab 126	Florida Parishes Roo...		28	Room	fpc-la
FPC-Lab 127	Florida Parishes Roo...		22	Room	fpc-lat
Hammond-Campus	Entire Hammond Ca...			Room	hamm
Hammond-Conference Room 102	Hammond Student S...	985-545-1508	8	Room	hamm
Hammond-Conference Room 205	Hammond Dean Con...		4	Room	hamm
Hammond-Dodge Nitro	Hammond Campus F...		5	Room	hamm
Hammond-Library Room 211	Hammond Library Ro...	985-545-1518	25	Room	hamm
Hammond-Room 202	Hammond Dean Offi...	985-545-1539	1	Room	hamm
Hammond-Room 211B	Hammond Library Mi...	985-545-1521	1	Room	hamm
Lacombe Classroom 105A	Lacombe Classroom ...	985-545-1205	40	Room	lacoml
Lacombe Classroom 105B	Lacombe Room 105B	985-545-1206	20	Room	lacoml
Lacombe Conference Room 102	Lacombe Conference...	985-545-1202	20	Room	lacoml
Lacombe Conference Room 151	Lacombe Room 151	985-545-1240	10	Room	lacoml
Lacombe-Chevrolet Equinox	Lacombe Fleet Vehicl...		5	Room	lacoml
Lacombe-Dodge Ram 3500	Trailer Awning		5	Room	Lacom
Lacombe-Ford F350	Trailer Awning		5	Room	Lacom
Lacombe-Mobile Mechatronics ...	Lacombe Parking Lot			Room	lacoml
Lacombe-Mobile STEM Lab	Lacombe Parking Lot		15	Room	lacoml
Lacombe-Outdoor Classroom b...	Lacombe Outdoor Cl...			Room	lacoml
Lacombe-Outdoor Classroom b...	Lacombe Outdoor Cl...			Room	lacoml
Lacombe-Room 248-Nursing Sk...	Lacombe Room 248			Room	Lacom

Rooms

OK

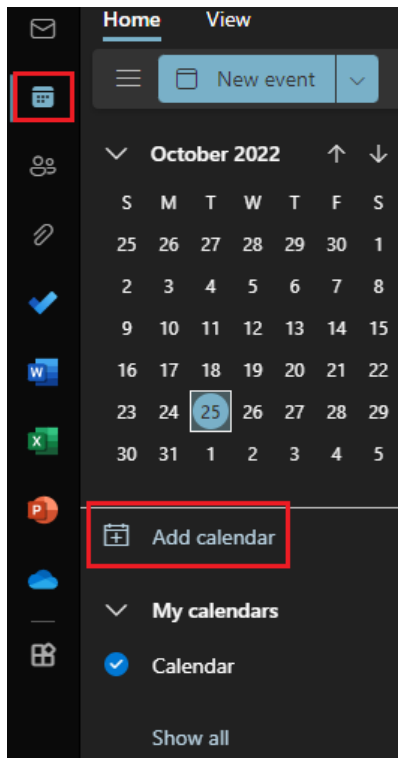
Cancel

5.) Now you can view the room.

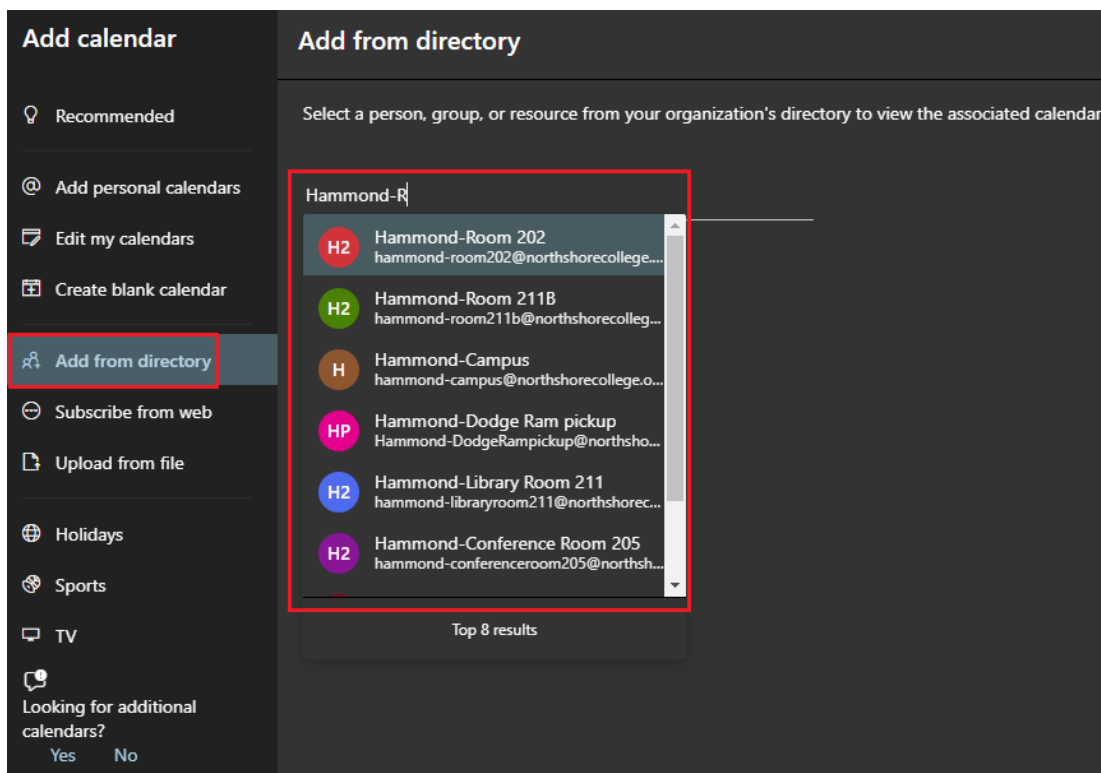
Hammond-Library Room 211						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
				Nursing Board Meeting	11:30am Elizabeth Froeba ; Hammond -Library Room 2...	
9	10	11	12	13	14	15
16	17	18 9:00am Sabrina Charlie ; Hammond -Library Room 2...	19 9:00am Student Access 9am-2pm	20 9:00am Student Access 9am-2pm	21	22
23	24 9:00am Student Access 9am-2pm	25 9:00am Student Access 9am-2pm	26 9:00am Student Access 9am-2pm	27 9:00am Student Access 9am-2pm	28	29
30	31 9:00am Student Access 9am-2pm	Feb 1 9:00am Student Access 9... 12:15pm DEI Committ...	2 9:00am Student Access 9am-2pm	3 9:00am Student Access 9am-2pm	4	5

Using the web app.

1.) In the web app, click on the **Calendar** icon then select **Add calendar**.



2.) Click **Add from directory** then type the name of the vehicle or room you wish to add.



3.) Under **Add to**, use the drop down box to select **Rooms**. Click **Add**.

Select a person, group, or resource from your organization's directory to view the associated calendar.

HJ Hammond-Dodge Journey X

Add to

Rooms

Add

4.) You can select the calendar to view it.

+ Add calendar

My calendars

☒ Calendar

☐ United States holidays

☐ Birthdays

Rooms

☐ Hammond-Dodge Jou...

Groups

☐ All Employees

Show selected

Revision #3

Created 25 October 2022 19:52:09 by Karrie White

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