

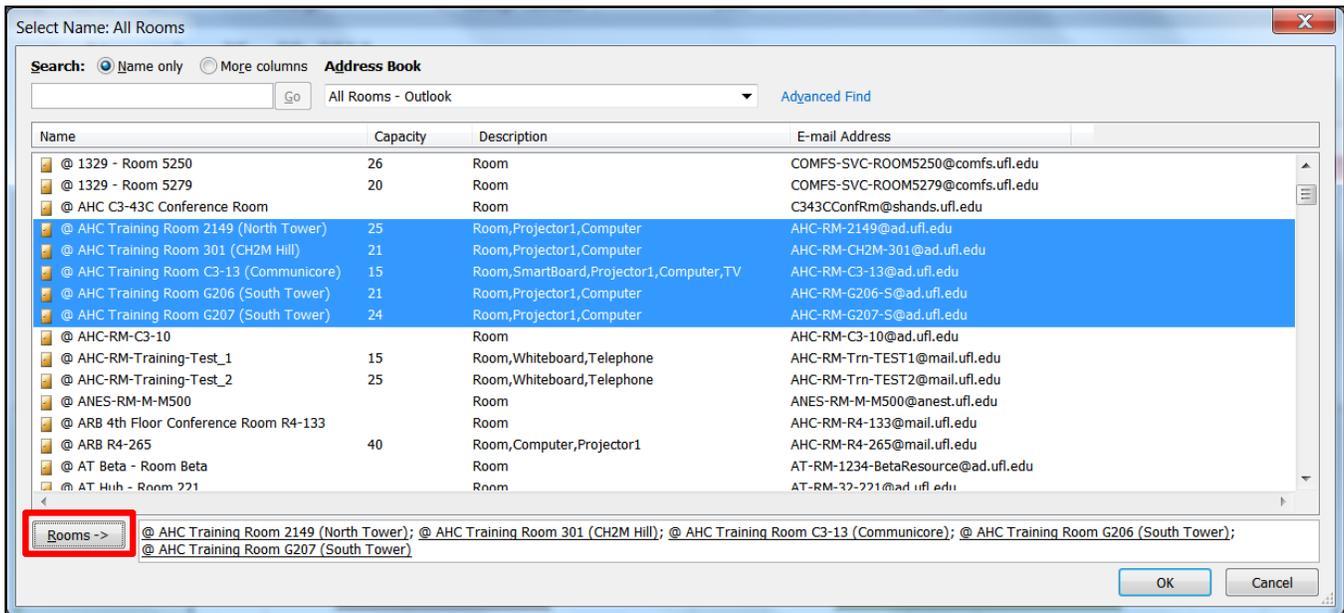
Viewing an AHC Computer Training Room Calendar

In Outlook, click on the Calendar icon to switch to your calendar view.

On the **Home** tab, Click the **Open Calendar** icon and choose **From Room List...**



The Computer Training Rooms begin with *@ AHC Training Room*



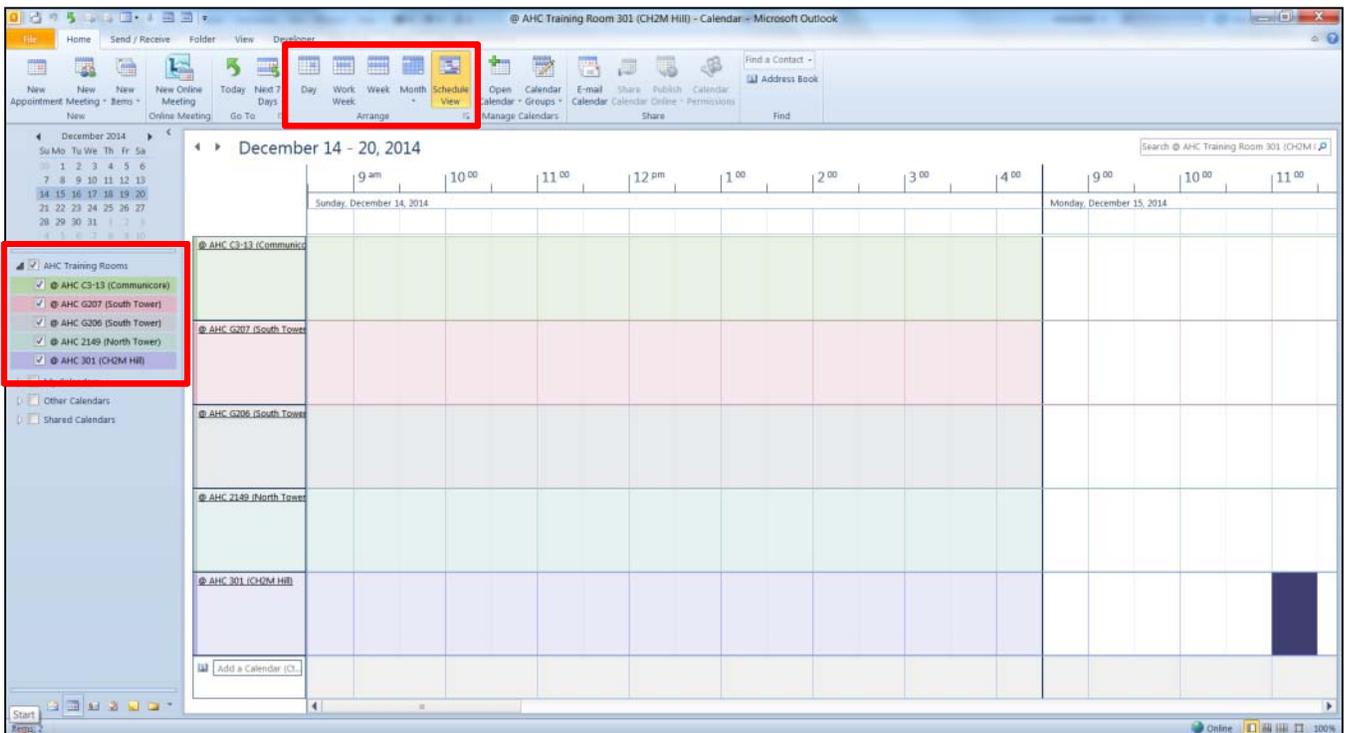
If you want to see all of the computer training room calendars inside of your Outlook client, click the first room, hold the **SHIFT** key and click the last room, or use the **CTRL** key to pick and choose only the calendars you want.

Next, click the **Rooms ->** button to add the selected rooms to the list at the bottom window. Click the OK button to view the calendars.

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If you open multiple calendars at once Outlook will open them in a “Schedule View”. In the **Arrange** group of the **Home** tab you can change to the **Day**, **Work Week**, **Week** or **Month** view.

Once the rooms are open, you should see a list of them along the left side of your window in the Navigation pane. These will remain on your list until you decide to remove them. You can check/uncheck the boxes at any time to view or hide the calendars. If you would like to permanently remove them from your list, right-click on the room calendar and choose **Delete**.



If you cannot view the calendars please let us know and we will have IT Support look into the issue. We would be happy to send you a PDF of the calendars until the issue is resolved. You can reach us at training@health.ufl.edu or (352) 273-5051.

The calendars are locked, and you will not be able to schedule time, only view their availability. To reserve time in a training room please fill out the reservation form: <http://training.health.ufl.edu/reserve.aspx>