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