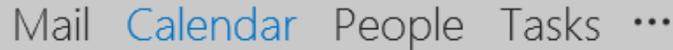# WWW208 Conference Room

How to Add WWW208 to your Shared Calendars
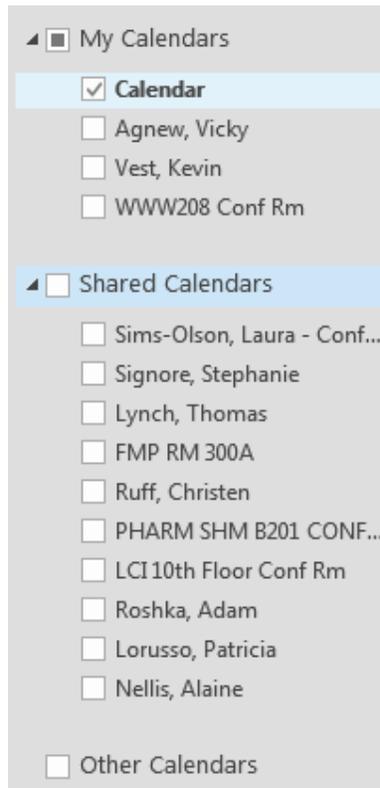
Open Microsoft Outlook. Once opened, select Calendar on the bottom tab.

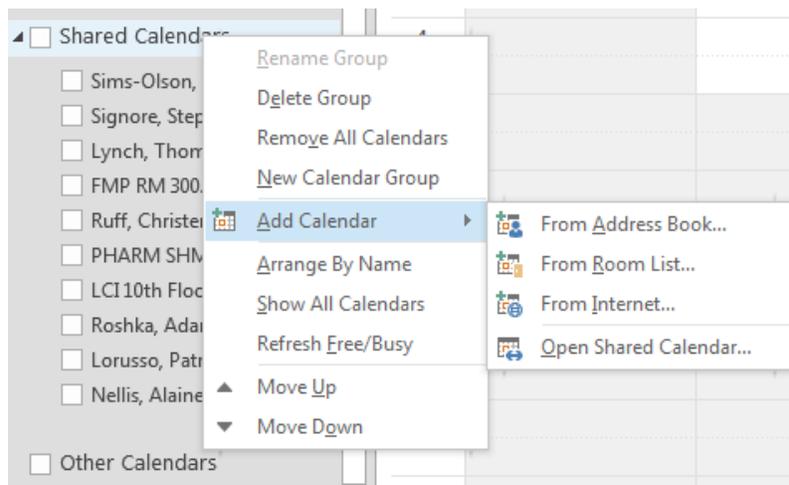Mail **Calendar** People Tasks ···

All of the calendars you manage and share will show up on the left-hand side of Outlook. Underneath My Calendars you will have a Shared Calendars category and possibly an Other Calendars cateogory. Right click on the Shared Calendars.
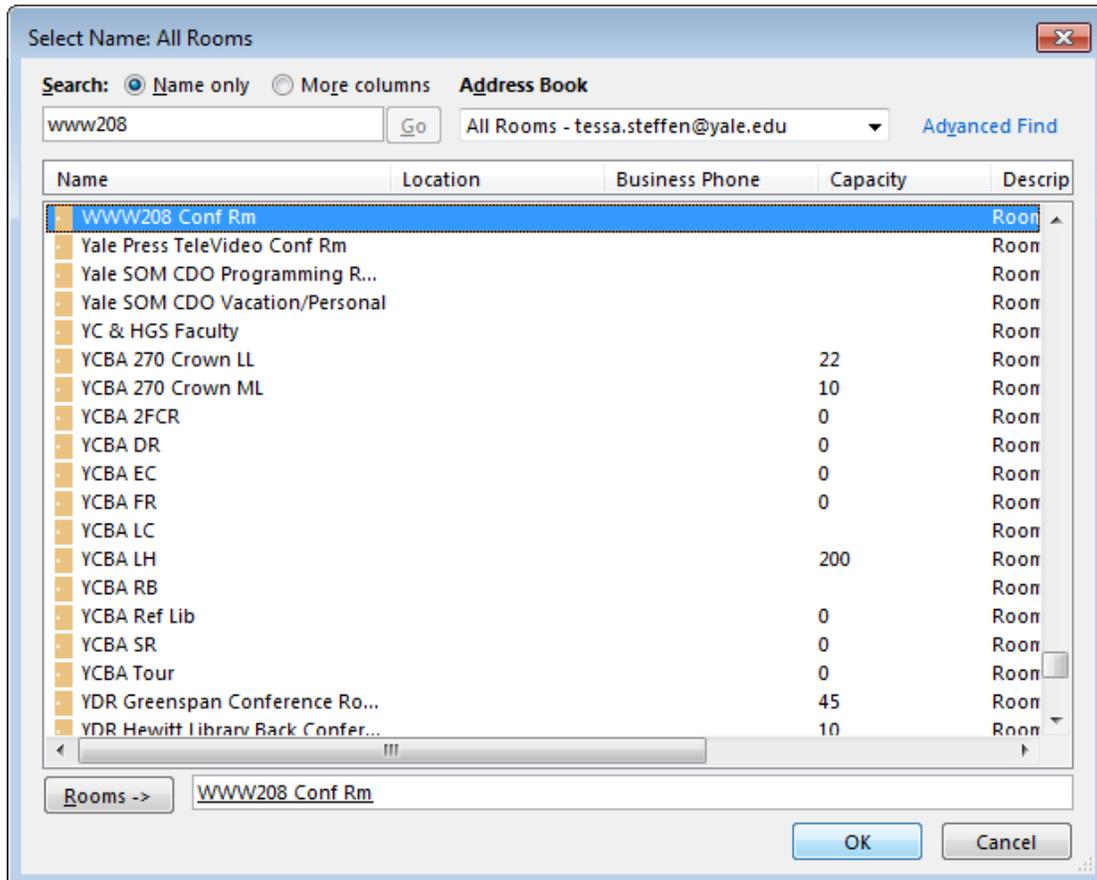
◢ ▣ My Calendars
   ☑ **Calendar**
   ☐ Agnew, Vicky
   ☐ Vest, Kevin
   ☐ WWW208 Conf Rm

◢ ☐ Shared Calendars
   ☐ Sims-Olson, Laura - Conf...
   ☐ Signore, Stephanie
   ☐ Lynch, Thomas
   ☐ FMP RM 300A
   ☐ Ruff, Christen
   ☐ PHARM SHM B201 CONF...
   ☐ LCI 10th Floor Conf Rm
   ☐ Roshka, Adam
   ☐ Lorusso, Patricia
   ☐ Nellis, Alaine

☐ Other Calendars

Right clicking will produce additional options, select Add Calendar, then select From Room List.

◢ ☐ Shared Calendars
   ☐ Sims-Olson,   Rename Group
   ☐ Signore, Step   Delete Group
   ☐ Lynch, Thom   Remove All Calendars
   ☐ FMP RM 300.   New Calendar Group
   ☐ Ruff, Christen   Add Calendar   ▸   From Address Book...
   ☐ PHARM SHM   From Room List...
   ☐ LCI 10th Floc   Arrange By Name   From Internet...
   ☐ Roshka, Ada   Show All Calendars
   ☐ Lorusso, Patr   Refresh Free/Busy   Open Shared Calendar...
   ☐ Nellis, Alaine
                         Move Up
   Move Down
☐ Other Calendars

WWW208 Conference Room

A new window with all available rooms will appear. In the Search field type in WWW208. WWW208 Conf Rm will appear at the top of available options, select it by double clicking. Hit OK once it shows up in the Rooms field at the bottom.


This will place the WWW208 Conf Rm under your Shared Calendars cateogory. This will allow you to view the calendar and see if the room is available at a particular date and time.
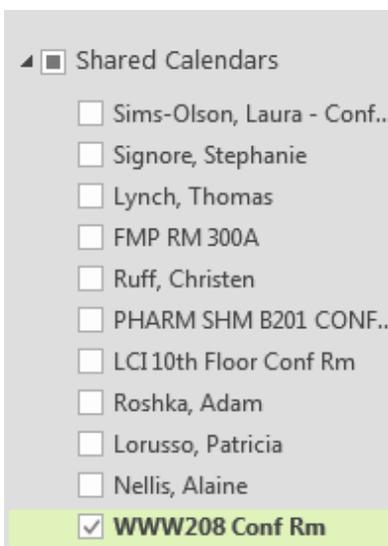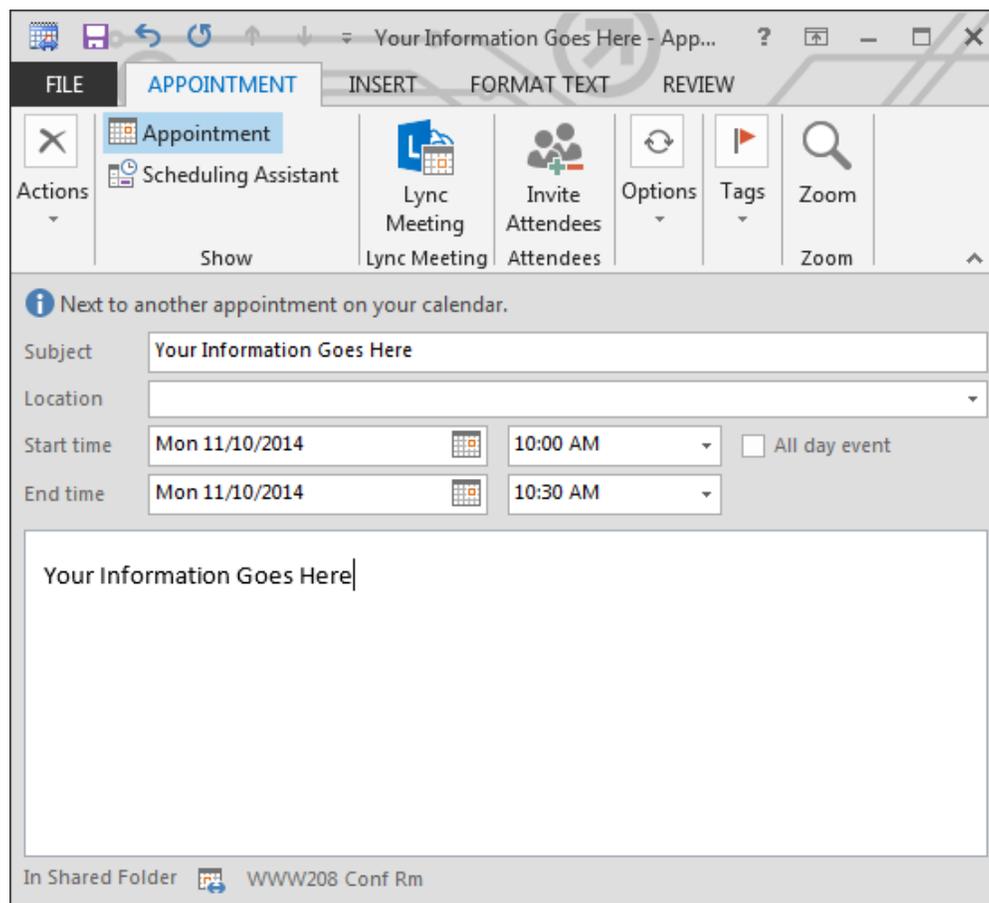
WWW208 Conference Room

## How to Request WWW208 for your Meetings

When you know your desired time and date, select the WWW208 calendar and check if WWW208 is available. The calendar will show you whether or not it is busy. *Note: In order to avoid this frustration, make sure to check the WWW208 calendar first.* Once you have confirmed that the room is available, select your calendar, or your faculty's calendar, depending on which calendar you want the invitation to come from.
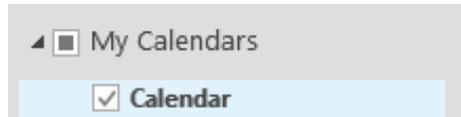
Go to the desired date and time on your calendar/your principal's calendar and double click to start a new calendar event. Fill in the subject as desired, and add in any additional information as needed.
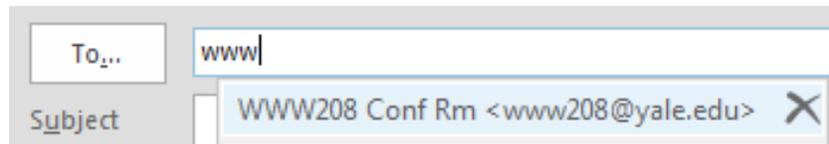

Next add the WWW208 conference room to this meeting by clicking on Invite Attendees at the top of the new invitation.
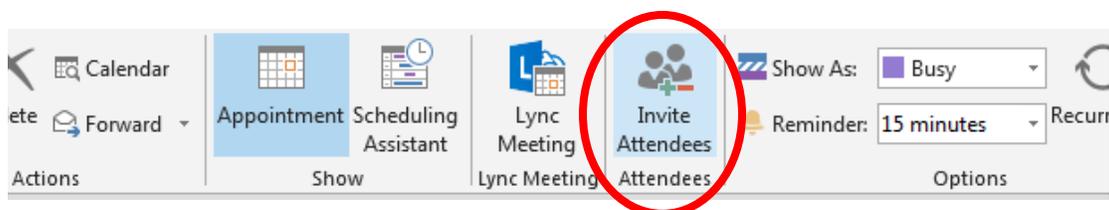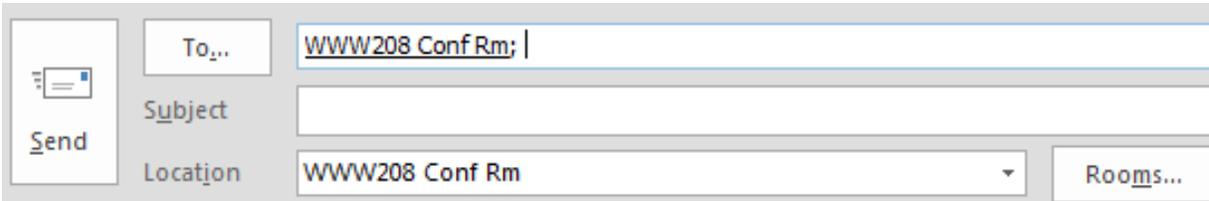
WWW208 Conference Room

In the To field type www208@yale.edu.

After the WWW208 email address has been inputted, the Location field will automatically populate with WWW208 Conf Rm.

You may now add additional attendees as needed. Once the meeting invitation is filled out to your satisfaction hit Send. This invitation will be sent to the YCC Director's Office for confirmation. If you have followed all of the directions and continue to have issues, please contact Anna Raso using the information listed below.

WWW208 Conference Room

Location and Contact

Yale Cancer Center
333 Cedar Street
WWW 208 Conference Room
New Haven, CT 06510

Anna Raso
Anna.raso@yale.edu
Phone: (203) 785-6407