

Inviting Outlook departmental room calendars in GT Events

If your department uses departmental Outlook room calendars for departmental meeting rooms and you are reserving the same room in the GT Events reservation system, you are able to invite the room calendar as a meeting attendee as part of creating a reservation.

After choosing the reservation template, on the first screen (Rooms & Attendees) of the reservation process, along with selecting attendees, you can also select departmental room calendars. By typing the lastname, firstname and/or the room's calendar name in the search box, a list of matches will appear. Add the desired attendees by clicking the blue + by the name.

The screenshot shows the 'Attendees' section of a reservation interface. At the top, a time grid is visible with columns for 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, and 6. Below the grid, the name 'Denton, Darius' is listed. A search box contains the text 'hutcherson'. Below the search box, a list of search results is shown:

Name	Email	Role
+ Hutcherson, Connor M	chutcherson3@gatech.edu	Undergrad Student
+ Hutcherson, Cynthia M	cynthia.hutcherson@cpsm.gatech.edu	Campus Space Mgr Sr

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Name	Email
+ EMS Room CPSM	emsroom@cpsm.gatech.edu

The selected name(s) are added to the list of attendees. To remove a name, click the blue - next to the name.

The screenshot shows the 'Attendees' section of a reservation interface. At the top, a time grid is visible with columns for 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5, 6, 7, and 8. Below the grid, the name 'Denton, Darius' is listed. Below the grid, a list of attendees is shown:

Name	Availability
- EMS Room CPSM	Busy (9-10 AM, 11-12 PM)
- Hutcherson, Cynthia M	Busy (1-2 PM)

An 'Availability Legend' is shown in the bottom right corner:

- Free (White)
- Busy (Light Blue)
- Out of Office (Purple)
- Tentative (Hatched)
- No Information (Cross-hatched)

Note: The shaded areas on the time grid indicates the availability of each person or room.

Click on "Availability Legend" at the bottom left for details.

Attendees can be removed or added at a later date by accessing the reservation under the **my events** tab.

My Events / manage atten beginning Oct 11, 2017 (783319)

RESERVATION DETAILS | ADDITIONAL INFORMATION

[Edit Reservation Details](#)

Event Name	manage atten
Event Type	Meeting
Group	Capital Planning & Space Management
1st Contact Name	Hutcherson, Cynthia M

Reservation Tasks

- Manage Attendees**
- Add Services
- ✕ Cancel Reservation
- View Reservation Summary
- Send Invitation
- 📅 Add to My Calendar

manage atten (783319)

Manage Attendees

Type Name Here

Name ^	Eme		
Hutcherson, Cynthia M	cynt	• Bianco, Grayson R	gbianco@gatech.edu Undergrad Student
Denton, Darius	dari	• Collins, Grayson C	gcollins44@gatech.edu Grad Student
		• Grayson, John S	jgrayson@cc.gatech.edu Event Coordinator II
		• Grayson, Miffanwy A	miffy.grayson@me.gatech.edu Financial Admin I

Click save attendees and meeting invites or cancellations will be sent to the staff/faculty email box.

Please Note: GT events must be used to manage the reservation details which includes changes to date, time and location.