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

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.
Proceed as usual by selecting the desired date, time and room. Add any desired services on the second screen (Services) of the reservation process.

On the third screen (Reservation Details) of the reservation process, complete the “Calendaring Details” as desired. The title of the outlook invite can differ from the title of the event displaying on GTevents.

Uncheck **add to calendar** check box if you do not want this meeting displayed on anyone’s calendar.

Complete the remaining required items on the third screen and click “Create Reservation”. An Outlook calendar invite will be sent to all selected attendees.

The meeting will be added to the room calendar.

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**Note:** Events must be added to your calendar using the checkbox shown on the third screen.
Attendees can be removed or added at a later date by accessing the reservation under the my events tab.

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.