Check the Herklotz Seminar Room availability using Outlook and your Med Account

To review room availability using Outlook, open your calendar tab. On the ribbon at the top, click on “Open Calendar.” Find our calendar in the Room List under “CR-ZNI-Herklotz.”

Step-by-Step guide:

1. Find your calendar tab in Outlook
   (This can sometimes be found on the lower left hand side of the outlook window.)

   ![Calendar Tab](image1)

2. On the top bar, click on “Open calendar”

   ![Open Calendar](image2)

3. Next, click on “From Room List”

   ![From Room List](image3)
4. Find the Herklotz room under “CR-ZNI-Herklotz.”
(Or use the search feature to find the room.)

5. Double click on the room
(Verify that the selected room shows up in the field marked by the orange arrow below)

6. Click “OK”
The calendar should now appear under your calendars tab