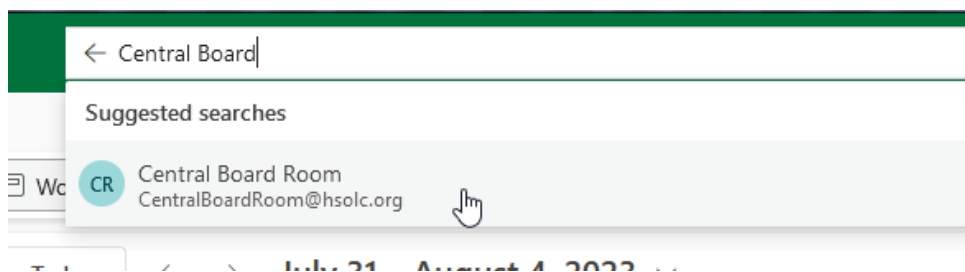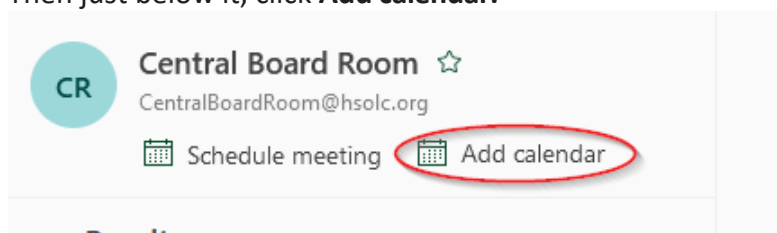# How to add a resource to Outlook calendar and make reservations

Adding Resources (Rooms, Vehicles, or Equipment)
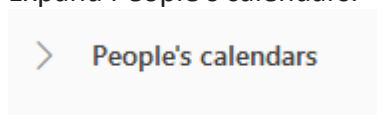
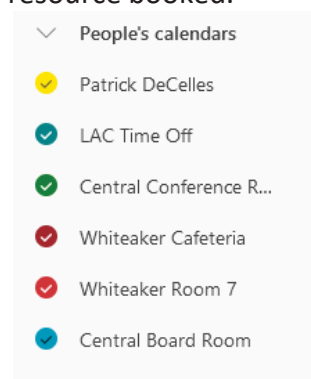1. Search for the resource you want to find, such as a room or avehicle,

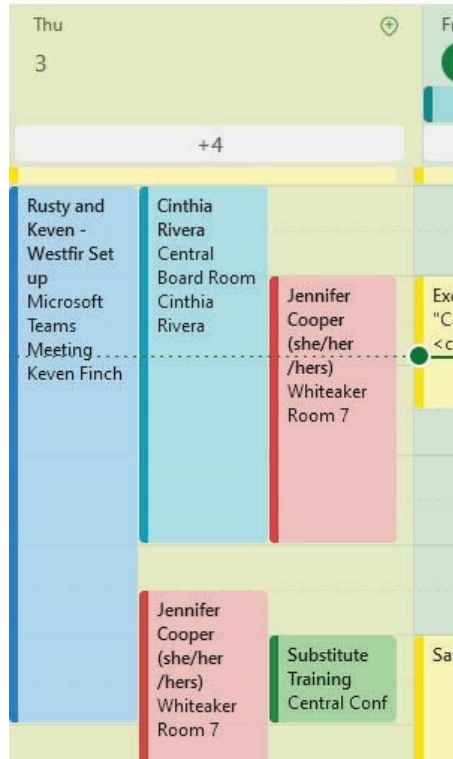**2.** Then just below it, click **Add calendar.**

3. Expand People's calendars.

4. Make sure these calendars are checked so you can see who has room, vehicle or other resource booked.

5. In your calendar it would look like this.

Reserving a Room

(To reserve a vehicle, projector or other equipment see next section Reserving Equipment (Vehicle, Projector, Webcam, and others))

Note: Make sure you have already added the room resource calendar like Conference Room in this example.

If you need to reserve a particular room to conduct your meeting in, you will need to book it in the location section. Just click in the field, and type the name. In this example I am booking the conference room. If the meeting will take place on Teams, click the Teams meeting switch and a Teams meeting will automatically be generated attached to this event.
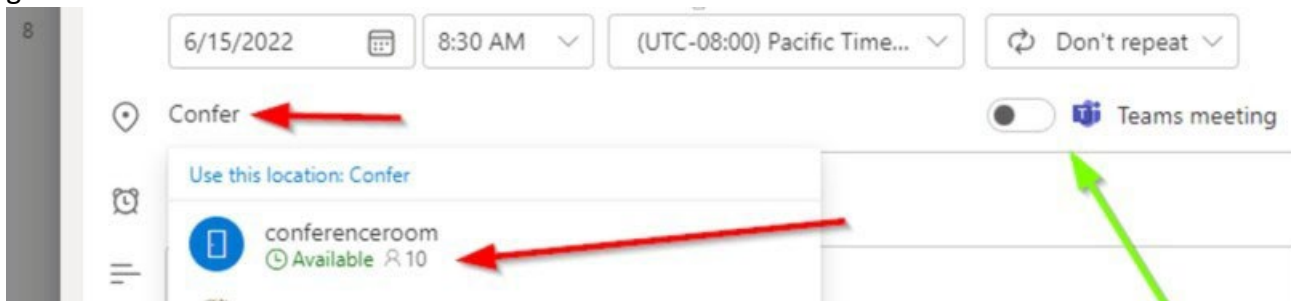
If you're like me, you probably forget meetings generally as fast as they're booked. In that case you can set a reminder to pop up and remind you ahead of the meeting. Click the down arrow next to the alarm clock symbol, and select the amount of advanced notice you will need to prepare for the event or meeting.

You can also click **Add email reminder** to receive an email in addition to the pop-up.

All that's left now is to add a description of the event so that invitees or your future-self know what it is. You can also attach a document to the event so that anybody attending will have access to necessary materials.

Reserving Equipment (Vehicle, Projector, Webcam, and others)

Note: Make sure you have added the equipment calendar(s) in your Outlook Calendar.

The step for reserving an equipment is a little different than reserving a room, when you create an event, you must "invite" the equipment in "Invite attendees" box described below.

1. In your Outlook Calendar, create a new event.
2. Under "Invite attendees", now you "invite" (add) the equipment you need as shown:
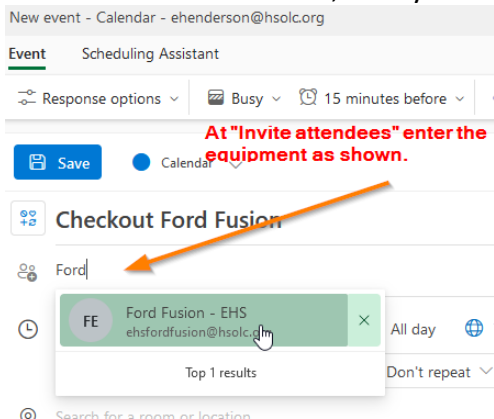
3. Set the schedule, fill in other detail if needed.

4. If everything looks good, then click **Send.**
5. You have reserved the equipment and everyone else will see this on their Outlook calendars also.