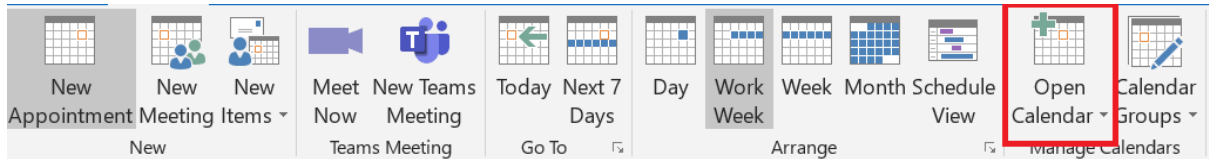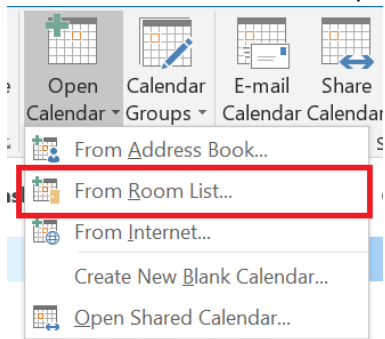# Viewing SON Room Availability

You can quickly view SO room availability by using Schedule View in Outlook. Note, for quick reference, the seating capacity for each room appears in parenthesis next to the room names.
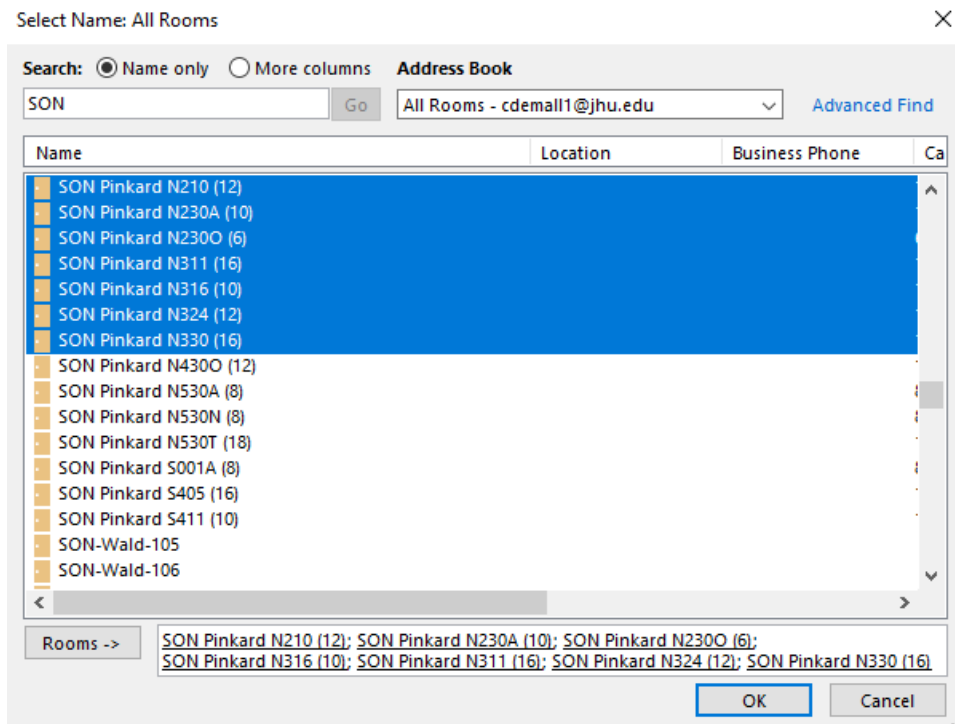
1. Open Outlook and navigate to your calendar.

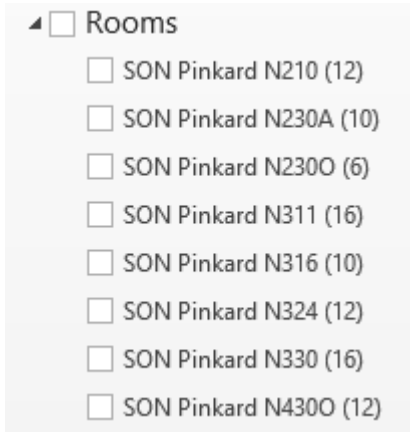2. Click the **Open Calendar** button

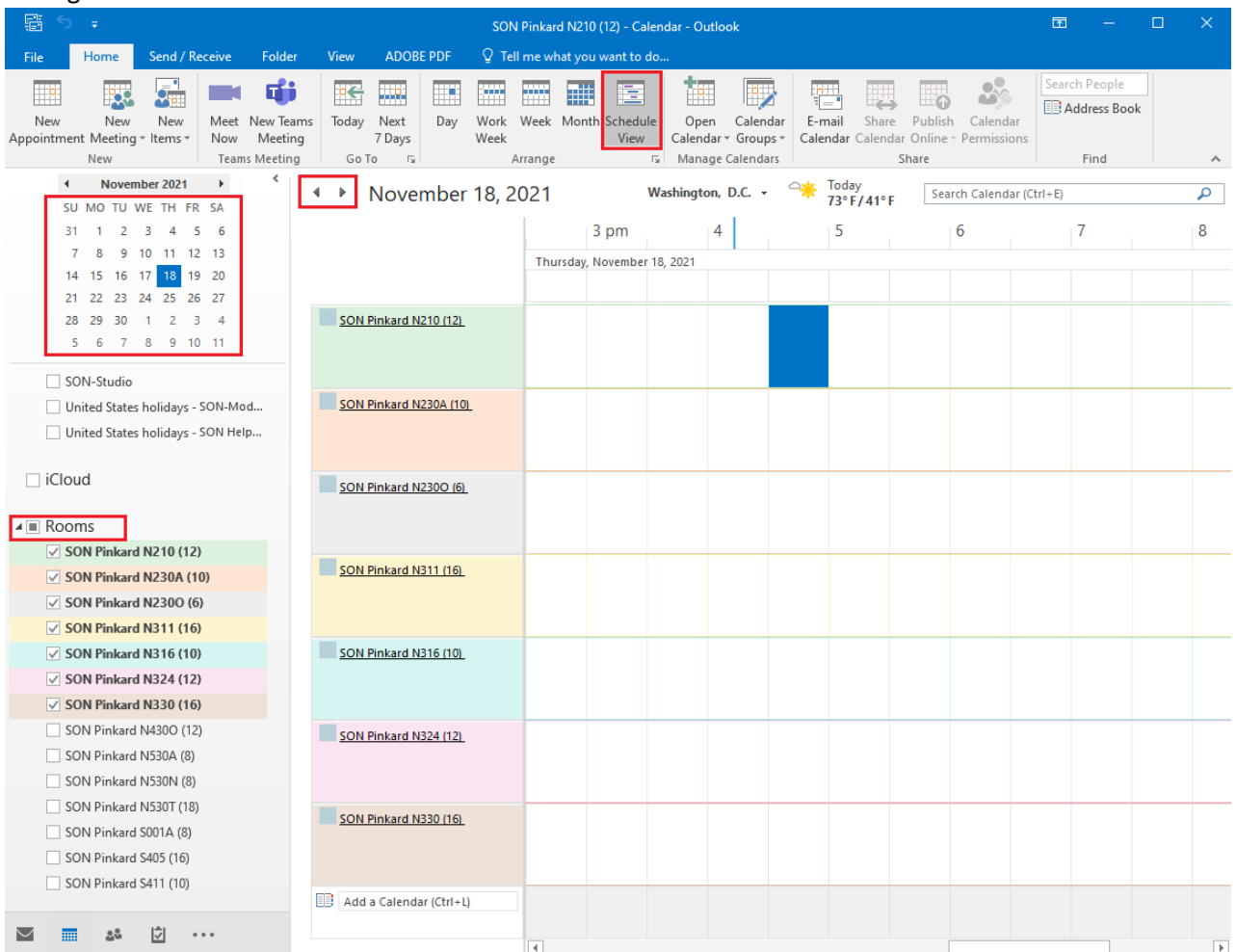3. Click **From Room List…** in the drop down

4. Type **SON** into the Search field and select each room that you want to have appear in your navigation pane on the left. Note you can hold the Ctrl key down while clicking to select multiple rooms. Then click the **Rooms** button and **OK**.

5. You should now see the Rooms listed on the pane on the left as shown below.

6. If you click the box next to **Rooms** Outlook should automatically switch to Schedule View. If it doesn't or if you have only selected specific rooms to view, click the **Schedule View** button. You should now see something that looks like the screenshot below.

7. Above shows you schedules for a specific day. To view other days, simply click a date on the calendar on the left or use the arrows buttons. When you don't need to see the Wald room calendars, simply uncheck them.