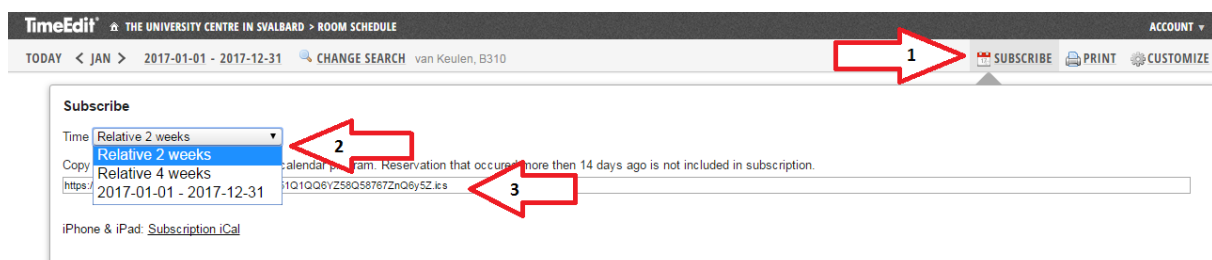# TimeEdit in Outlook

This is a guide for showing TimeEdit-reservations in Outlook. First you will have to choose what you want to retrieve from TimeEdit, if it's a room or a course. So the first thing you will have to do is search in TimeEdit. In this example I want to add reservations for the meeting room "van Keulen". (It's not possible to book rooms in TimeEdit through the Outlook calendar.)

1. Go to https://no.timeedit.net/web/unis/db1/timeplan/
2. To search for rooms, click "Room schedule"
3. <u>Create a search for the room you want shown.</u>
    1. Choose a time period (this is optional, the default is from today + 2 weeks)
    2. Type in the name of the room and click "Search"
    3. Click on the room you're looking for
    4. The result will be shown in "My Criteria"
    5. After you have selected room or course, click Show Schedule" to show the result of your search.
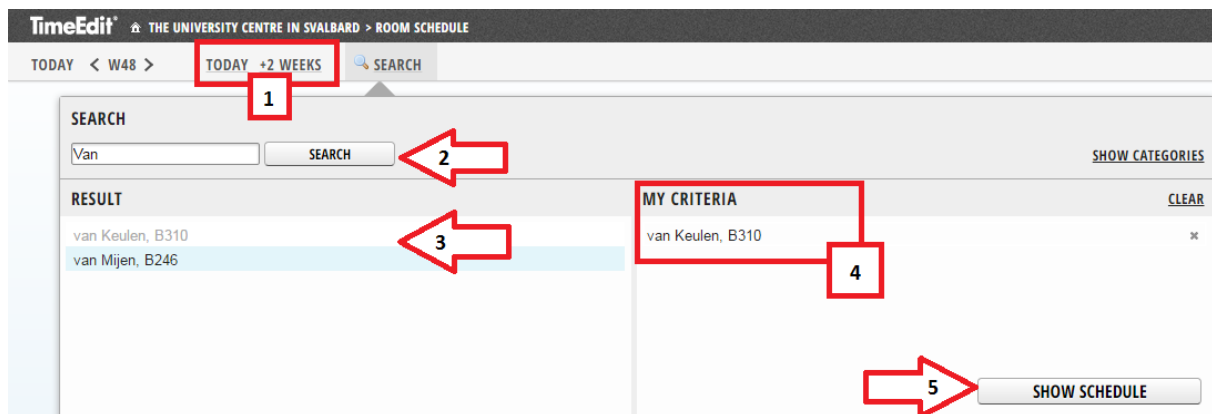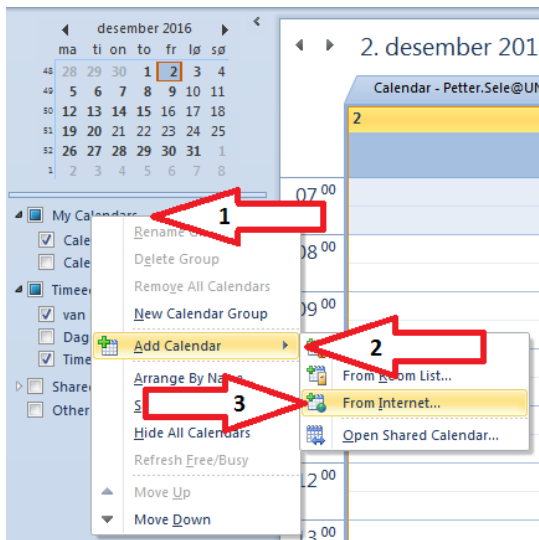

4. <u>Subscribe to a calendar</u>
    1. Click "Subscribe"
    2. Choose time period. (If you select "Relative + 2 weeks", the calendar will continuous show you reservations for 2 weeks from today's date)
    3. Copy the URL, this will be pasted into the Outlook calendar
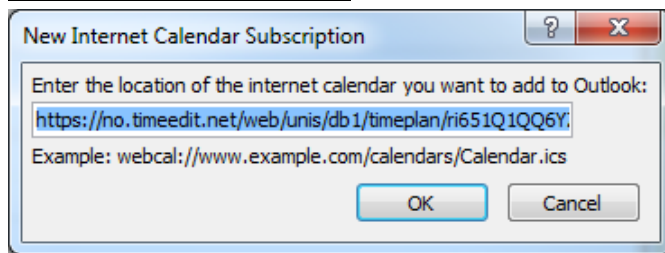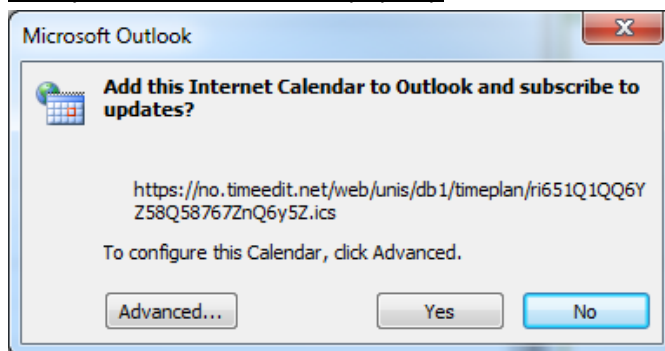
5. Open Outlook and Calendar
   1. Right click "My Calendar"
   2. Choose "Add Calendar"
   3. "From Internet"

6. Paste the URL from TimeEdit

7. Click yes in the window that pops up

If you wish to change name on the calendar, you can do this by right clicking and "Rename Calendar". It is also possible to create a caldendar group, where you can gather all your TimeEdit calendars, right click "My Calendar" and choose "New Calendar Group"