Connecting your Harvard Email to Robin room booking

HUIT utilizes the Robin scheduling tool for room booking technology. Robin easily integrates with Outlook for both PC and Apple users. Each conference, and huddle rooms have a dedicated room scheduler posted outside of the space that will allow employees to use the walk-up functionality to check-in or quickly reserve the room as needed.

Please follow the instruction below to download the Outlook plugin necessary to utilize Robin.

Step 1: Go to the Outlook Store tab under the Add-ins banner.
Step 2: Type in Robin on the search bar and click “Add.”
Step 3: Create a new test appointment and click the “Robin” button on the tool bar.
Step 4: Sign in with your Office 365 account credentials
Step 4: If promoted, type in “Harvard” as the Robin organization.

For detailed step-by-step picture instructions, please see page 2 and 3.
Instructions for connecting the Outlook desktop client to Robin (Windows/Mac)

Screenshots are from a Windows machine, but the process is the same for Apple computers.

1. Click on the “Store” button in Outlook.
2. Type “Robin” in the search bar and click on the name when it appears.
3. Click “Add.”
4. To use Robin, create a new appointment.
5. The Robin button appears in the toolbar.
Instructions for connecting Microsoft Online to Robin
Use this method if you prefer to view your email and calendar through the browser.

1. Visit the Robin page in the Microsoft Store.
2. Click “Add.”
3. To use Robin, create a new appointment.
4. The Robin button will appear in the toolbar.
5. The first time you use Robin, you will have to log in to your Harvard Microsoft account. Make sure to note your organization as “Harvard.”
Plugin for Office365 & Outlook

Search availability, amenities, and capacity of rooms in your office - without leaving your calendar.

Robin is scheduling for your office

Find the best room for your meetings. Use the plugin bring better office search into your calendar. Preview detailed information and reserve meeting rooms.

Find and book the right room, with the right things, at the right time

Search the entire office for the room you need, when you need it. Use filters like availability, amenities, capacity, and room type.

Available in your calendar

- From outlook.office.com | Calendar
- OR Outlook for Desktop
  - Create new or open an existing event.
  - Robin icon will open extra office context.

Search for a space

- Choose building: Add A Room From
- Enter a room name in the search bar OR
- Apply filters (capacity, amenities, type) to narrow down the list of spaces.

Reserve a room

- Search results include space availability
- Select the room you’d like to reserve

Where to install

Requires Office 365 Admin

Organization is "HUIT"

Robin works everywhere you do


Guide v 1.0 | Need help? support.robinpowered.com | dashboard.robinpowered.com