How to View a conference Room Calendar in Outlook

- 1. Open Outlook
- 2. Click on the Calendar Icon in the bottom left of Outlook.
- 3. Click on Open Calendar



- 4. In the Open Calendar menu select "From Room List" to open the room list window.
- 5. In the Room List Window, find the room you would like to see the calendar for. *Hint: Use the Search field to help narrow list of rooms.*

Select Name: Search Results - All Rooms	· •					×
Search: Name only More columns	Address Book Search Results - All Rooms ~	Advanced Find				
Name		Location	Business Phone	Capacity	Description	
CIT 12 2202-1 Conference Room CIT 12 2202-2 Conference Room CIT 12 2102-2 Conference Room CIT 12A 2045 Conference Room CIT 12A 3024 Conference Room CIT 12A 3024 Conference Room CIT 12A 4041 DCSS OD Conference Room CIT 12A 4041 DCSS OD Conference Room CIT 12A 247 Training Room CIT 12A 247 ZN209 Conference Room CIT 12A SU209 Conference Room CIT DCS Test Room mailbox CIT DCS Calendar CIT RS 1NE02 Conference Room	om I RMO			45	Room Room Room Room Room Room Room Room	~
Rooms					OK Ca	ncel

- 6. Double Click the room you would like to see the calendar for. Click OK.
- 7. The Calendar will be displayed in outlook.
- 8. The Conference room will be It will be added to a list of conference rooms in your Outlook Calendar. The list is displayed in the left tool bar of the calendar. You may need to scroll to see it in your list of calendars. You can toggle displaying a calendar on and off with a checkbox.

