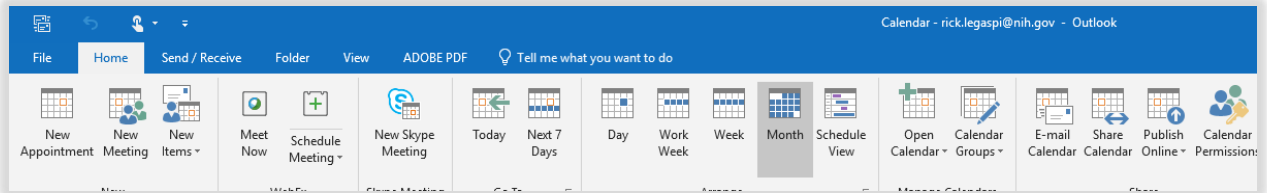
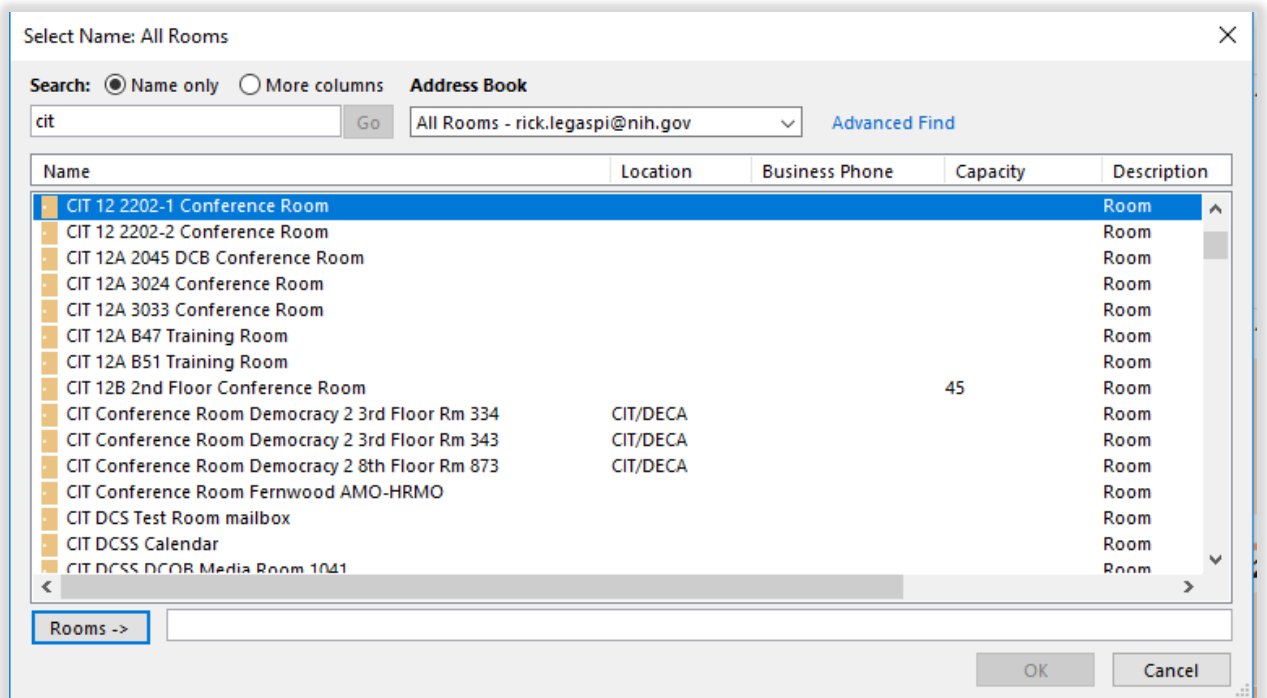


How to View a conference Room Calendar in Outlook

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.



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 added to a list of conference rooms in your Outlook Calendar. The list is displayed in the left tool bar of the calendar. You can toggle displaying a calendar on and off with a checkbox.

File Home Send / Receive Folder View ADOB

Open Delete Forward Meeting Notes Accept Tentative De

Actions Meeting Notes R

October 2018

SU	MO	TU	WE	TH	FR	SA
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Shared Calendars

- WebEx

Rooms

- sx10cit3f18c
- CIT RS 1NE01 Conference Room
- CIT RS 1NE02 Conference Room
- CIT RS 1NE29 Conference Room
- CIT RS 1NW02 Training Room
- CIT RS 1NW04 Conference Room
- CIT RS 2001 Conference Room
- CIT RS 2002 Conference Room
- CIT RS 2011 Conference Room
- CIT RS 2B02 Conference Room