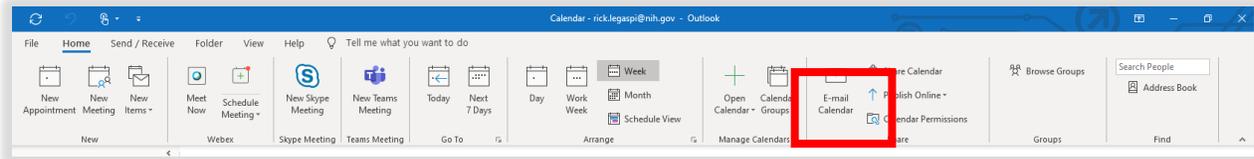
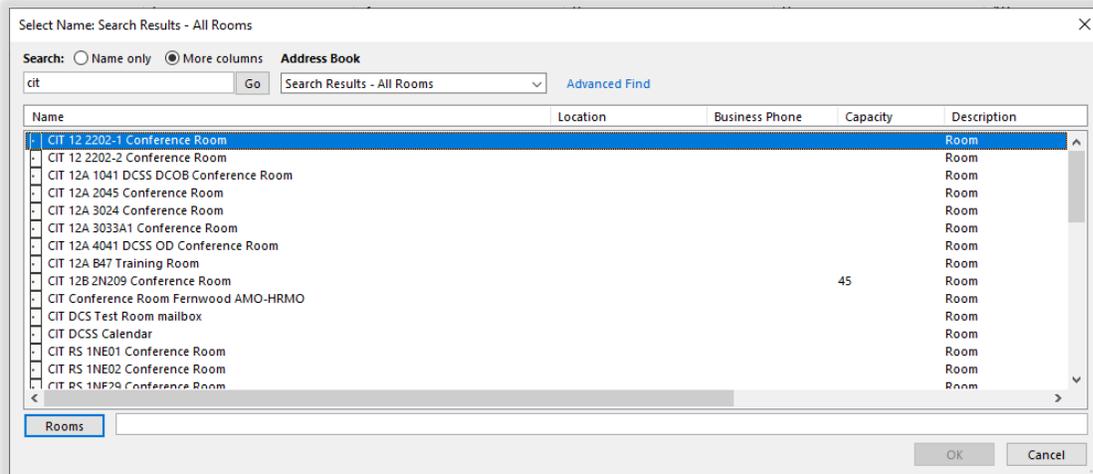


How to View a conference Room Calendar in Outlook

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 may need to scroll to see it in your list of calendars. You can toggle displaying a calendar on and off with a checkbox.

