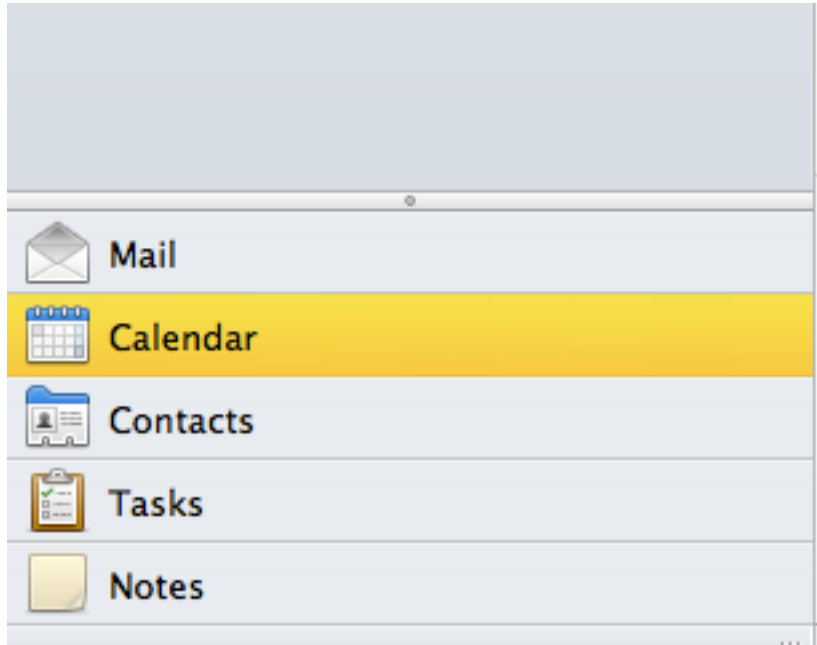
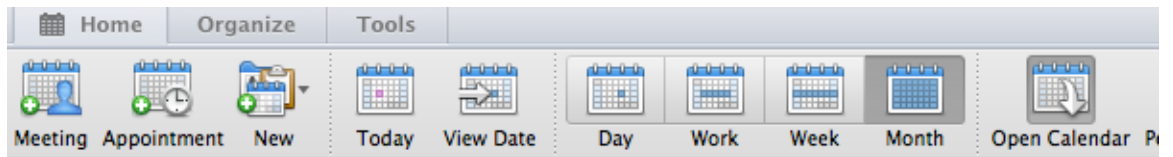


Connecting to Conference Room Calendars with Outlook 2011 for Mac

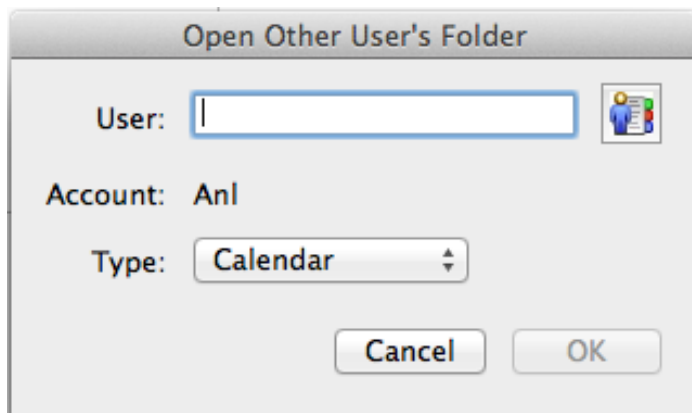
1. Open Outlook for mac and switch to “Calendar” view



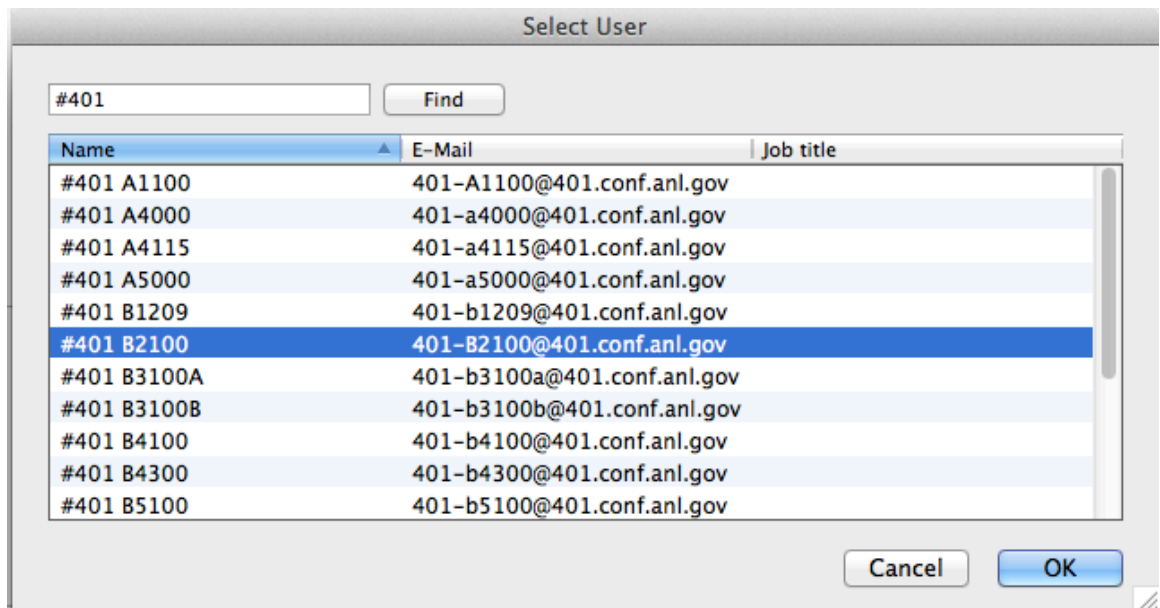
2. From the “Home” tab, choose “Open Calendar”



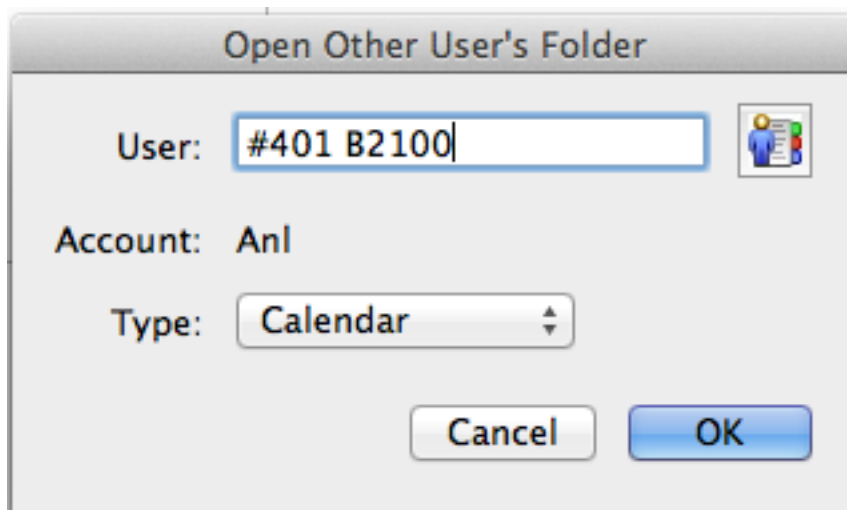
3. Click the “Address Book” button to access the address list



4. Type the name of the Conference room you are searching for. Most conference rooms follow the naming convention "#bld room" (i.e. #401 B2100). Highlight the room you would like to add and click "OK"



5. Click "OK" to confirm the addition of the chosen conference room to your calendar list.



6. The conference room will now appear in your calendar list under "Shared Calendars".