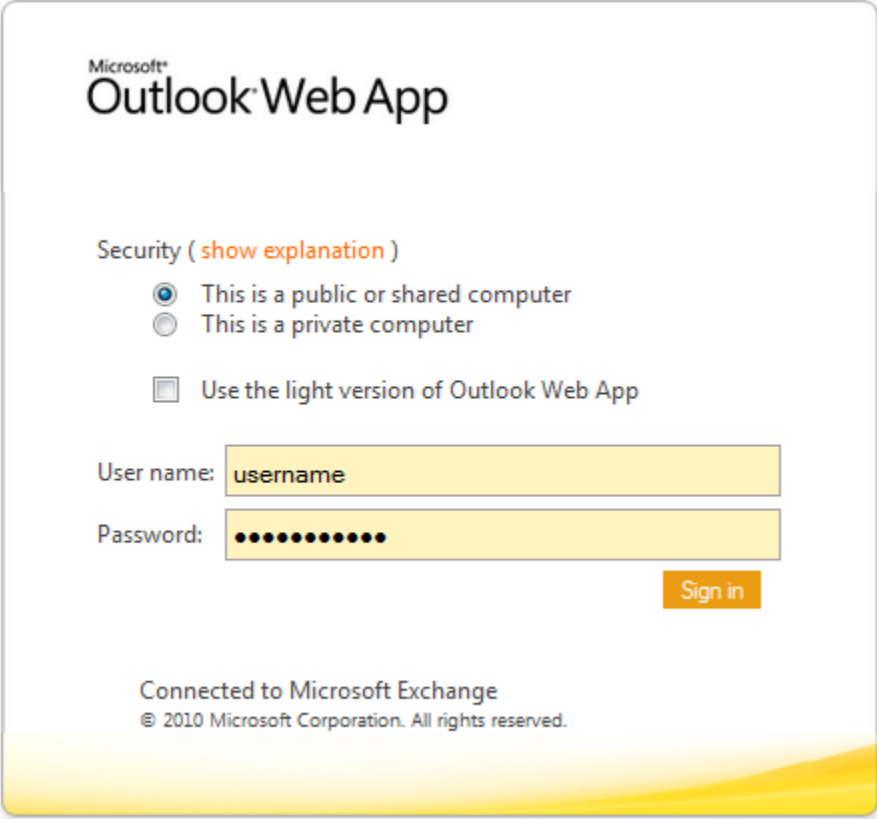
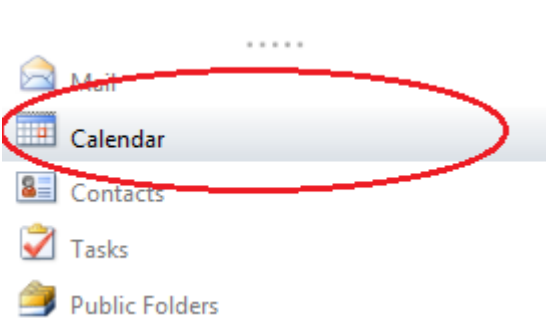


Connecting to Conference Room Calendars in Outlook Web App

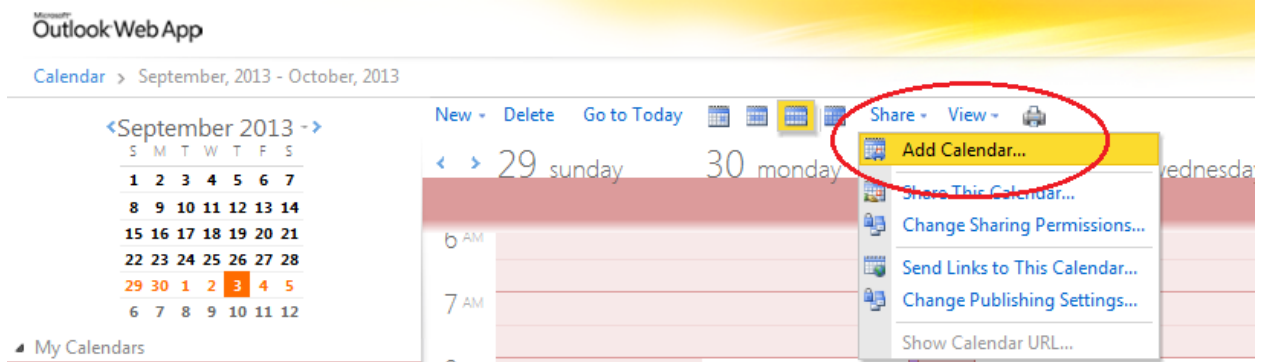
- 1. Log in to Outlook Web App via <http://mail.anl.gov>



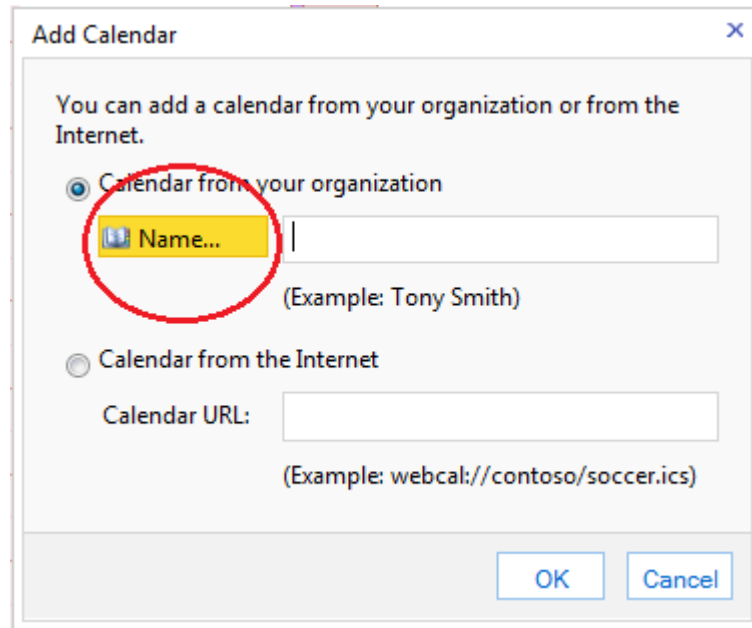
- 2. Switch to your "Calendar" view



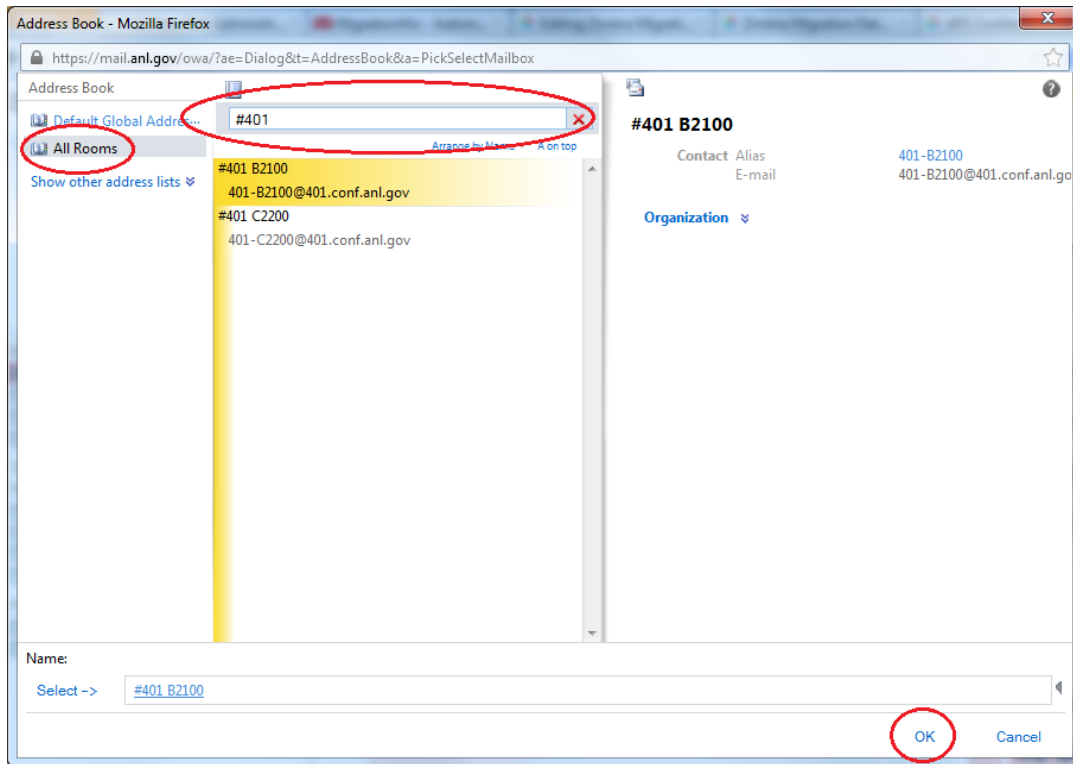
- From the “Share” menu choose “Add Calendar”



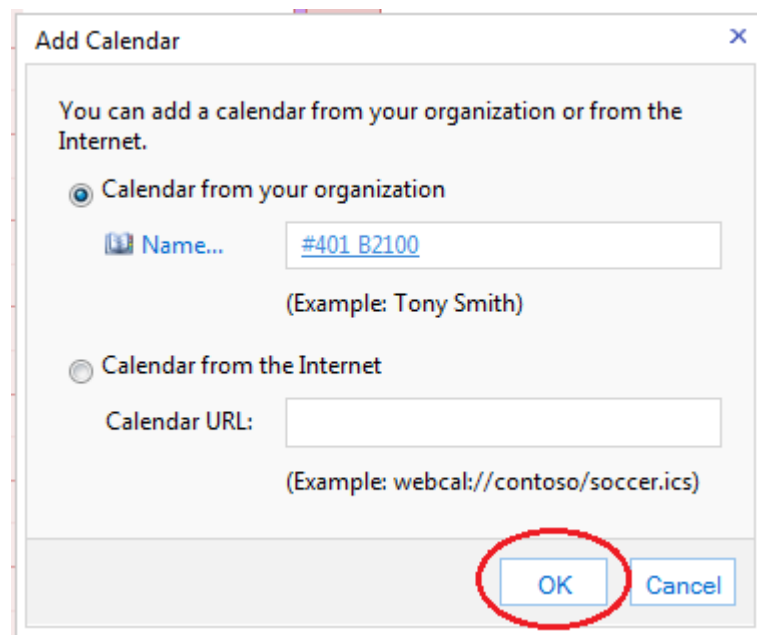
- In the resulting window, click the “Name...” link to bring up the address list



5. Click the “All Rooms” list then search for the room you would like to view. Most conference rooms follow the naming convention “#bld room” (i.e. #401-B2100). Hit enter to run the search then double click on the room to add it to your calendar list. Click OK when finished.



6. Click OK again to confirm the addition of the conference room to your calendar list



7. The Calendar will appear in your Calendar list under the header “People’s Calendars”