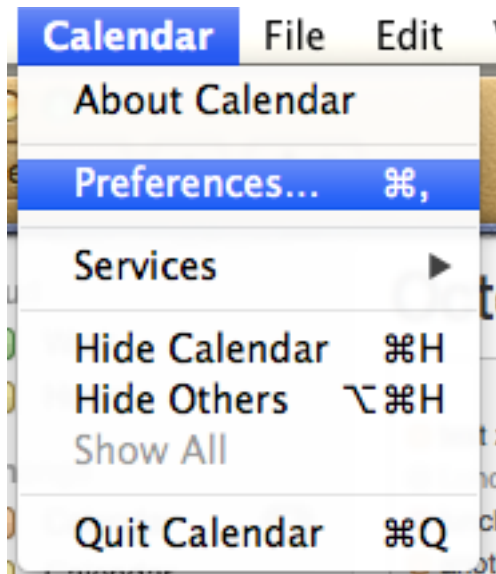
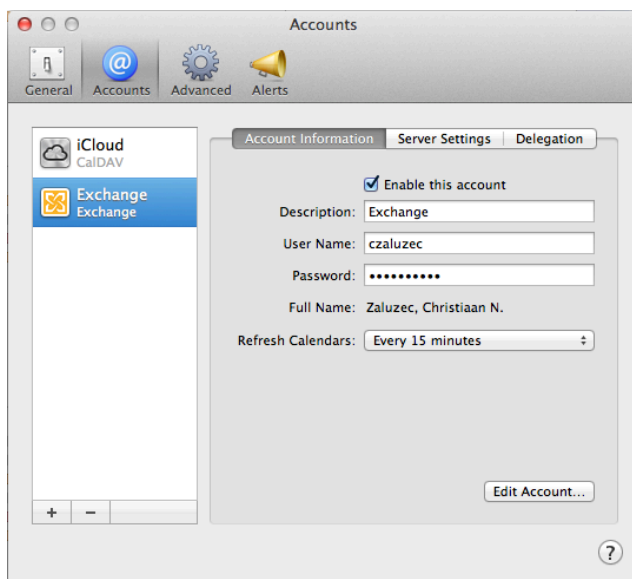


# Connecting to Conference Room Calendars with Apple Calendar

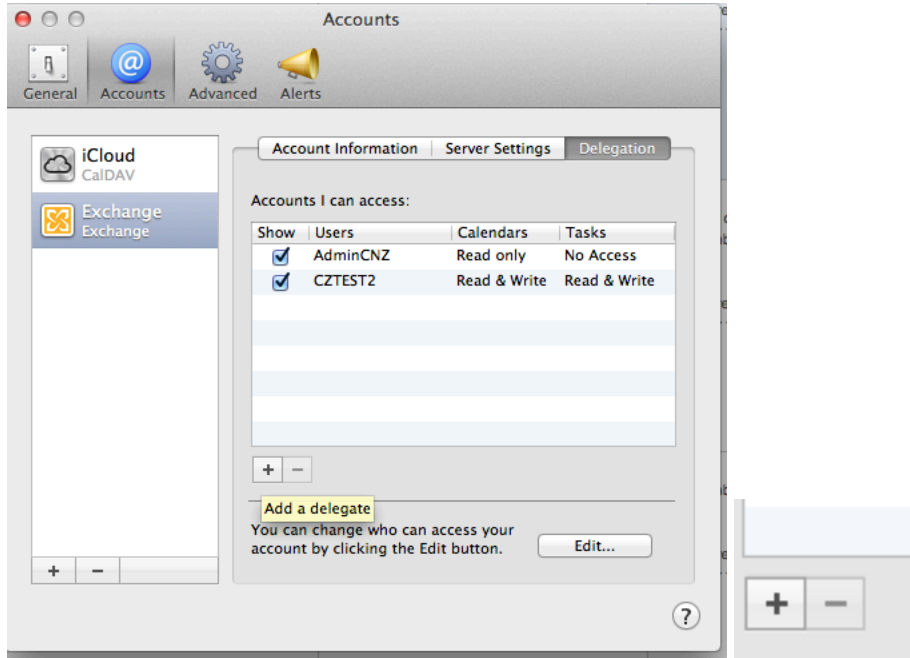
1. Open Apple Calendar. From the “Calendar menu”, choose “Preferences...”



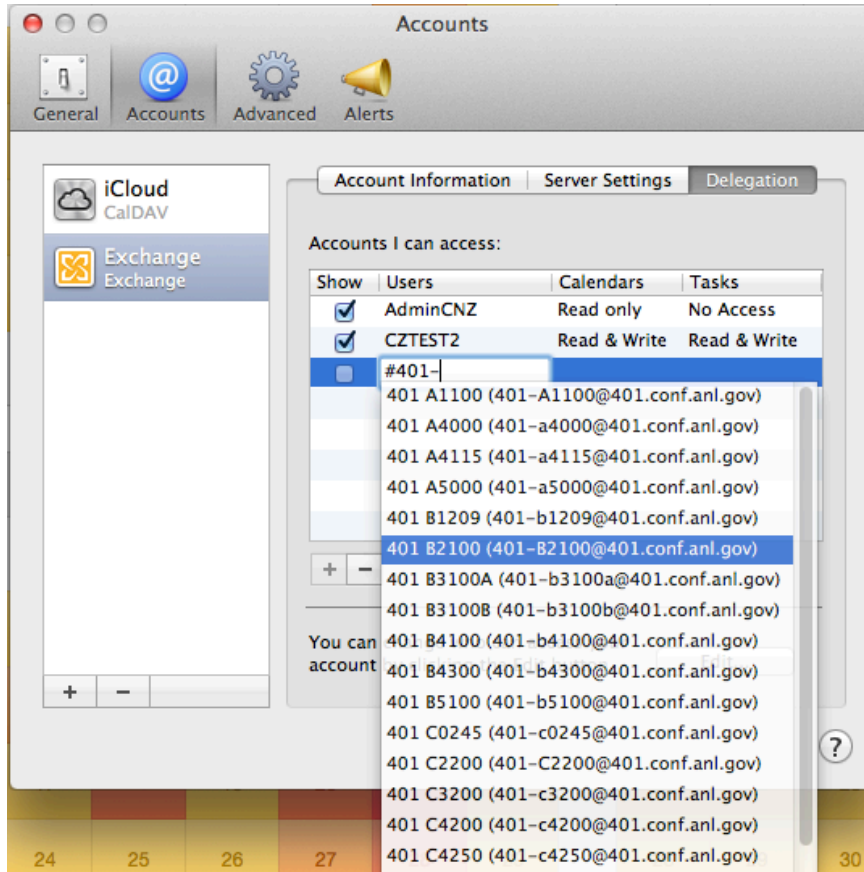
2. Click the “Accounts” tab, then choose “Exchange”. If you do not see an Exchange option, you must connect Apple calendar to your Exchange mailbox before you can proceed.



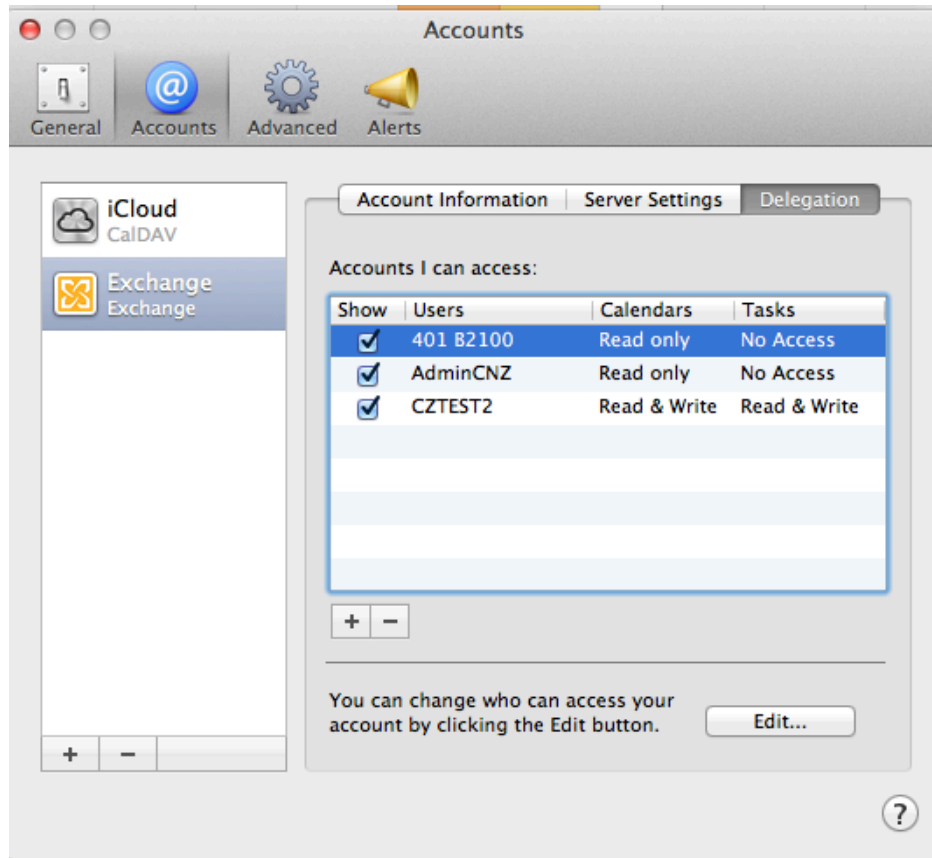
3. Click the "Delegation" Button. Underneath the "Accounts I can Access" list, you'll see a "+" button. Click that button to proceed.



4. Search for the Conference room you would like to add by typing its name in the resulting search box. The naming convention for most Calendars is #bld-room (i.e. #401-B2100). Highlight and select the conference room you are looking to add.



5. Check the box next to the Conference room you have just added to add it to your calendar list then close the "Preferences" window.



6. The chosen conference room will appear in your calendar list under the “Delegates” group

