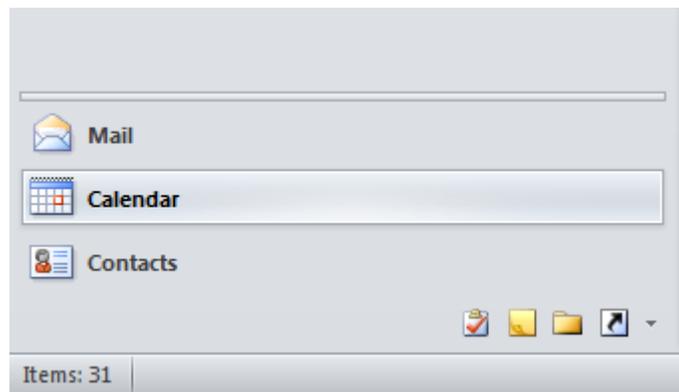
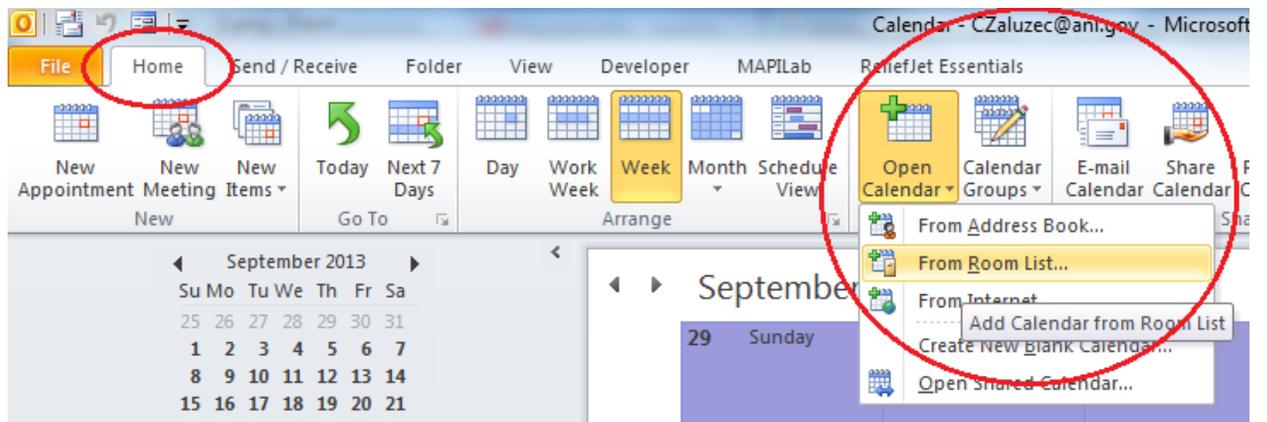


Connecting to Conference Room Calendars in Outlook for Windows

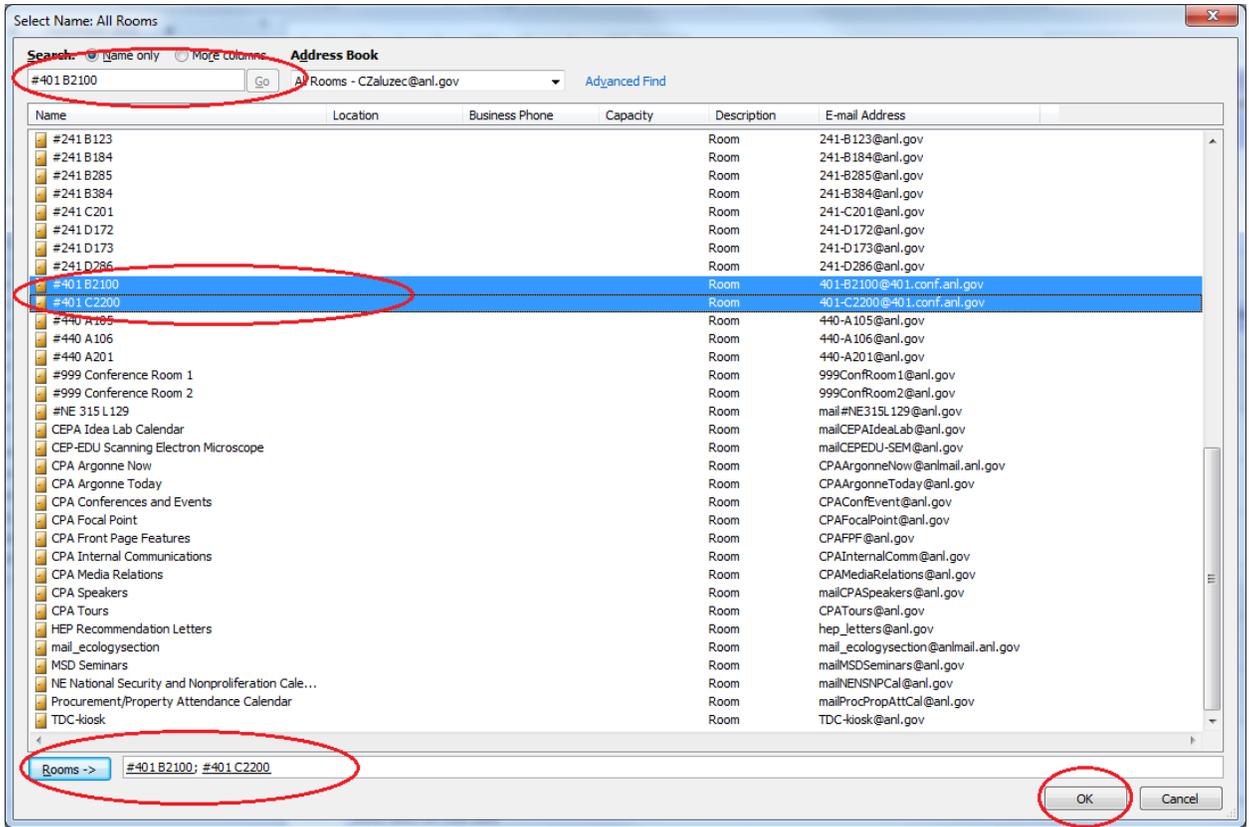
1. Open Outlook and switch to your “Calendar” view



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



3. Search for the rooms you would like to view. Most conference rooms follow the naming convention “#bld room” (i.e. #401 B2100). Double click on the room to add it to your calendar list. You can add multiple rooms at this point if you like. Click OK when finished



4. The chosen calendars will be added to your Calendar list under the “Rooms” grouping.

