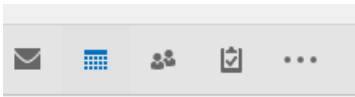
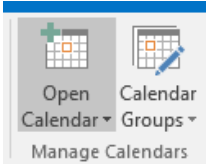


How to add a Room (resource) calendar in Outlook

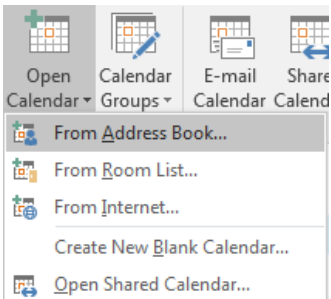
1. Open your calendar in Outlook



2. At the top ribbon under 'Home' choose 'Open Calendar'

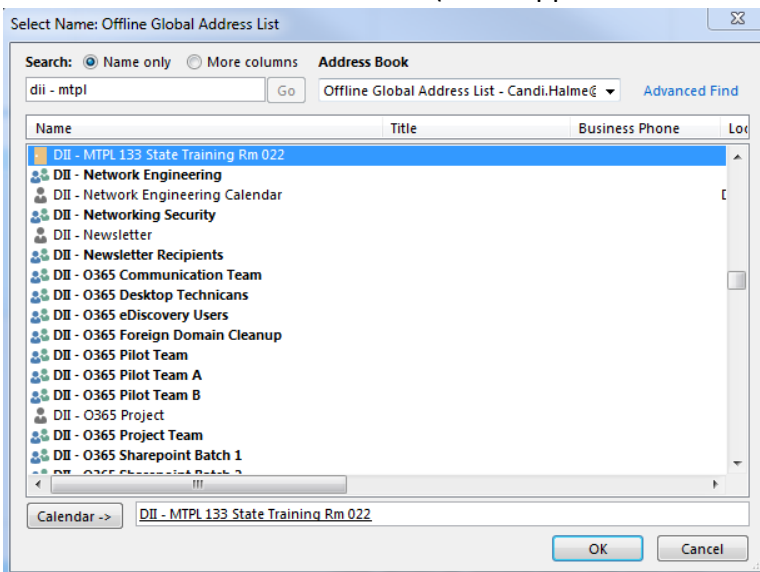


3. Choose 'From Address Book'



4. Type in name of calendar

5. Double click on needed calendar (it will appear at bottom of window next to 'Calendar')



6. Hit Ok

7. Calendar will now be listed on the left.

