How to add a Room (resource) calendar in Outlook

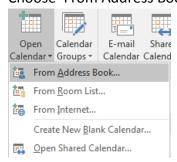
1. Open your calendar in Outlook



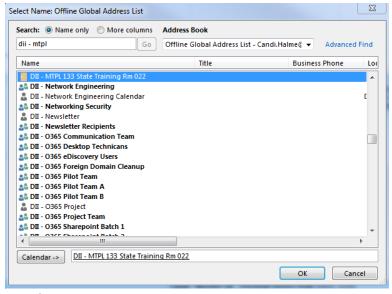
2. At the top ribbon under 'Home' choose 'Open Calendar'



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.

