## Adding a Room Calendar to your Outlook

## Start in the Calendar tab in your Outlook:

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## Right click on "My Calendars"

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## Under "Add Calendar" Select "From Room List"



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Search:	Name only	More columns	Address Book		
		Go	All Rooms - miche	elle.horn@UToledo.Edu	<ul> <li>Advanced Find</li> </ul>
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Room	s -> Room -	- CL1025			
					OK Cancel

Find the CL or MLB room you need to view and double click on it and click OK: