

Adding a Room Calendar to your Outlook

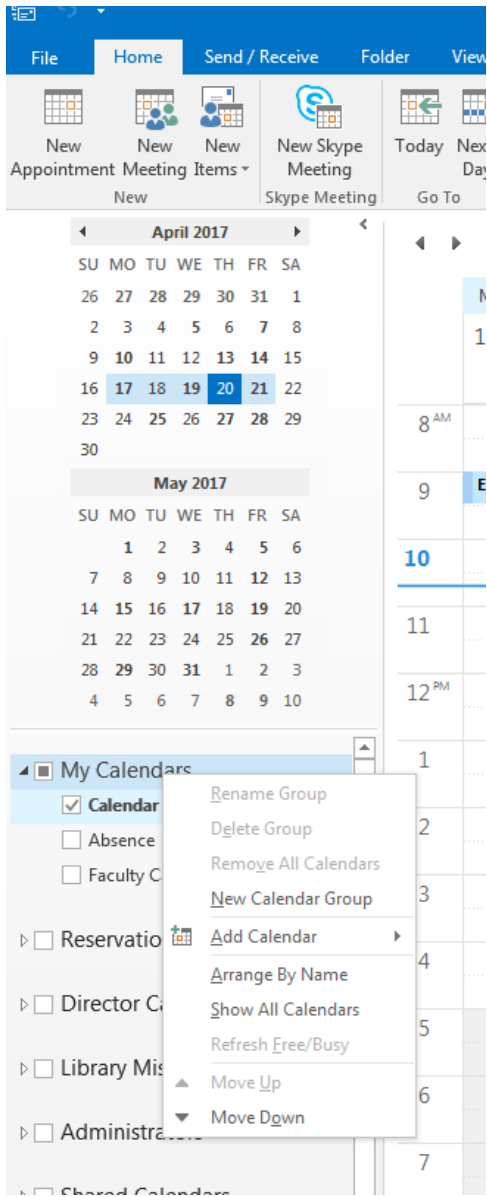
Start in the Calendar tab in your Outlook:



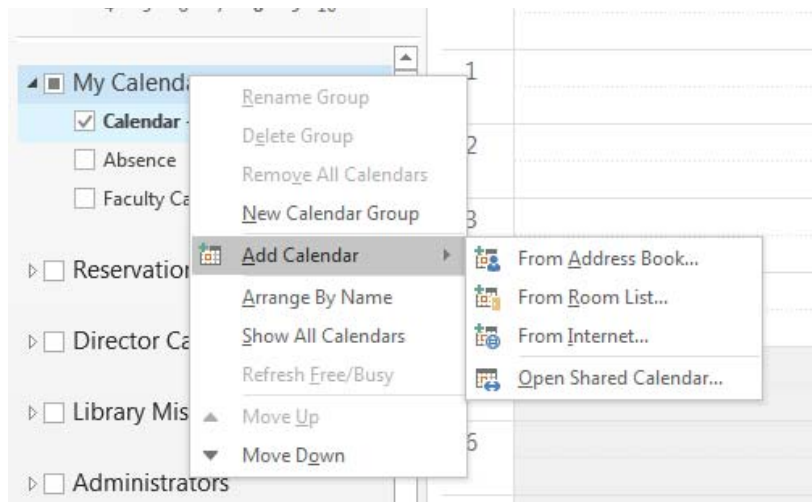
The screenshot displays the Outlook calendar interface. At the top, there is a navigation bar for "April 2017" with left and right arrows. Below this is a calendar grid for April 2017. The days of the week are listed as SU, MO, TU, WE, TH, FR, SA. The dates are arranged in rows: 26-31, 2-8, 9-15, 16-22, 23-29, and 30. The date 20 is highlighted in a dark blue box. Below the April calendar is a section for "May 2017" with a similar grid layout. The dates 1-6, 7-13, 14-20, 21-27, 28-31, and 4-10 are visible. At the bottom of the screenshot is a "My Calendars" section with a list of calendars and checkboxes:

- Calendar** - michelle.horn@UTol...
- Absence
- Faculty Calendar

Right click on "My Calendars"



Under “Add Calendar” Select “From Room List”



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

