Adding a Room Calendar in Outlook 2011 for Mac

Step 1: Open Outlook

Step 2: Click Calendar

Step 3: Click Open Calendar icon on the top toolbar.



Adding a Room Calendar in Outlook 2011 for Mac Step 4: Click the Person Icon

User:	
Account:	Ufl
Type:	Calendar \$
	Cancel OK

Step 5: Enter "@ MSE" in the Find box. Click Find. Select the room and click OK.

Name	E-Mail	Job title
@ MSE MAE 126	MSE-RM-0719-0126@ad.ufl	
@ MSE NSC 214	MSE-RM-0634-0214@ad.ufl	
@ MSE PERC 202	MSE-RM-0746-0202@ad.ufl	
@ MSE PERC 205D	MSE-RM-0746-205D@ad.ufl	
@ MSE Rhines 100C	MSE-RM-0184-100C@ad.ufl	
@ MSE Rhines 125	MSE-RM-0184-0125@ad.ufl	
@ MSE Rhines 157	MSE-RM-0184-0157@ad.ufl	
		Cancel OK

Adding a Room Calendar in Outlook 2011 for Mac Step 6: Click OK on the next screen that comes up.

User:	@ MSE Rhines 125
Account:	Ufl
Type:	Calendar \$
	Cancel OK

Step 7: You should see @ MSE Rhines 125 listed under Shared Calendars. Repeat process for adding other rooms.

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Home Organize	Tools							
Meeting Appointment New	Today View Date	Day Work	Week Mor	th Open Calenda	ar Permissions	Find a Contact	ch	
Calendar		November 2	012					
No Category	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
E Family Friends Holiday Manager	28	29	30	31	1	2	3	
Networking Personal Team Travel	4	5	6	7	8	9	10	
MSE Rhines 125	11	12	13	14	15	16	17	
Mail	18	19	20	21	22	23	24	
Calendar								
Contacts	25	26	27	28	29	30	1 8:00 AM Mad	
Tasks								
	1 item		-1		All folders are up	to date. 😽 G	onnected to "Ufl"	