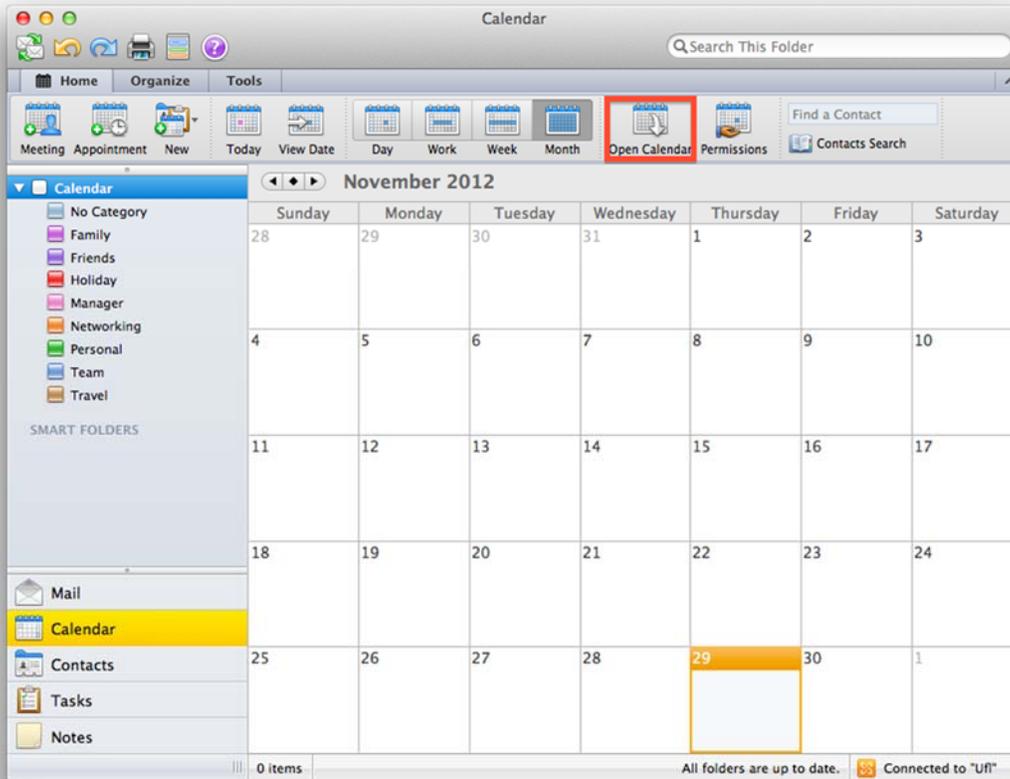


Adding a Room Calendar in Outlook 2011 for Mac

Step 1: Open Outlook

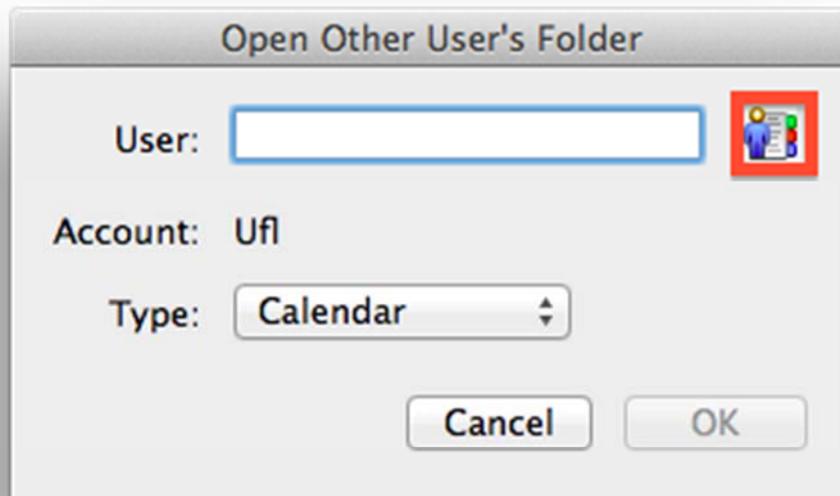
Step 2: Click Calendar

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

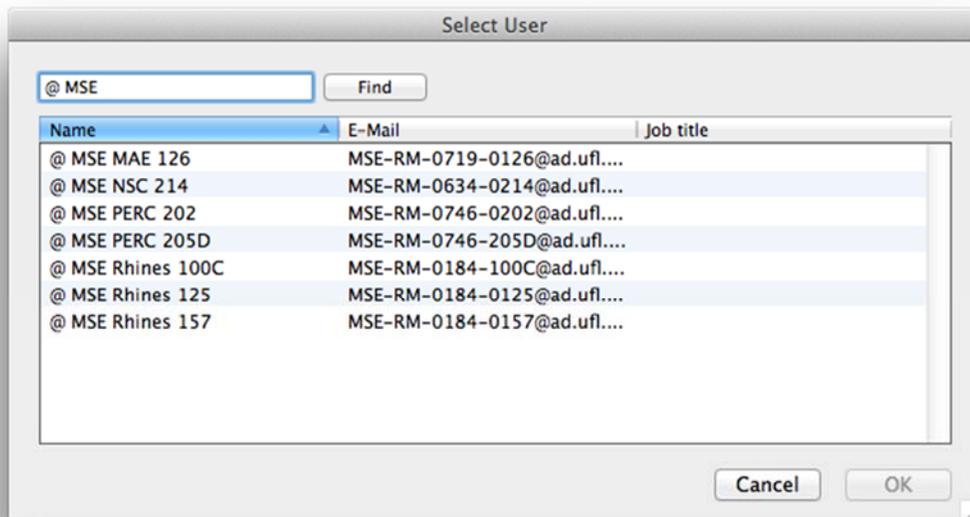


Adding a Room Calendar in Outlook 2011 for Mac

Step 4: Click the Person Icon

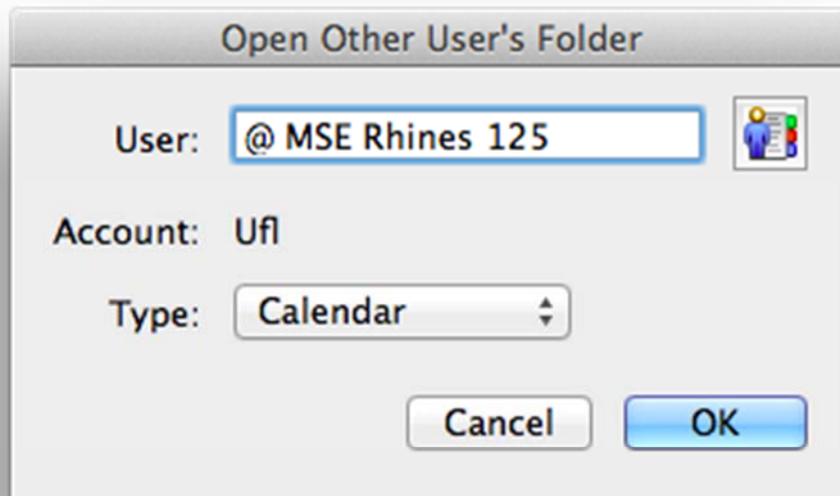


Step 5: Enter "@ MSE" in the Find box. Click Find. Select the room and click OK.



Adding a Room Calendar in Outlook 2011 for Mac

Step 6: Click OK on the next screen that comes up.



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

