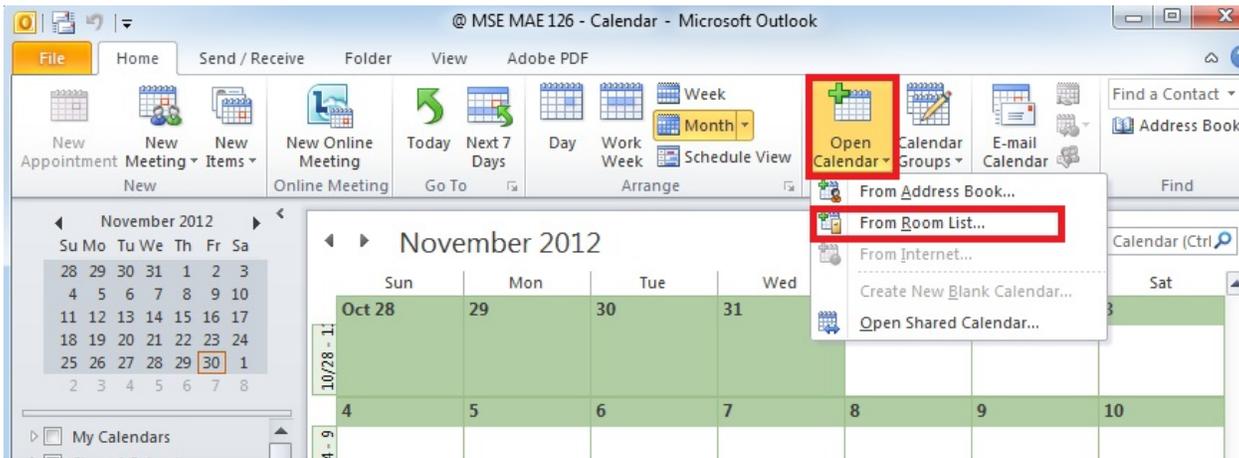


Adding a Room Calendar in Outlook 2011 for PC

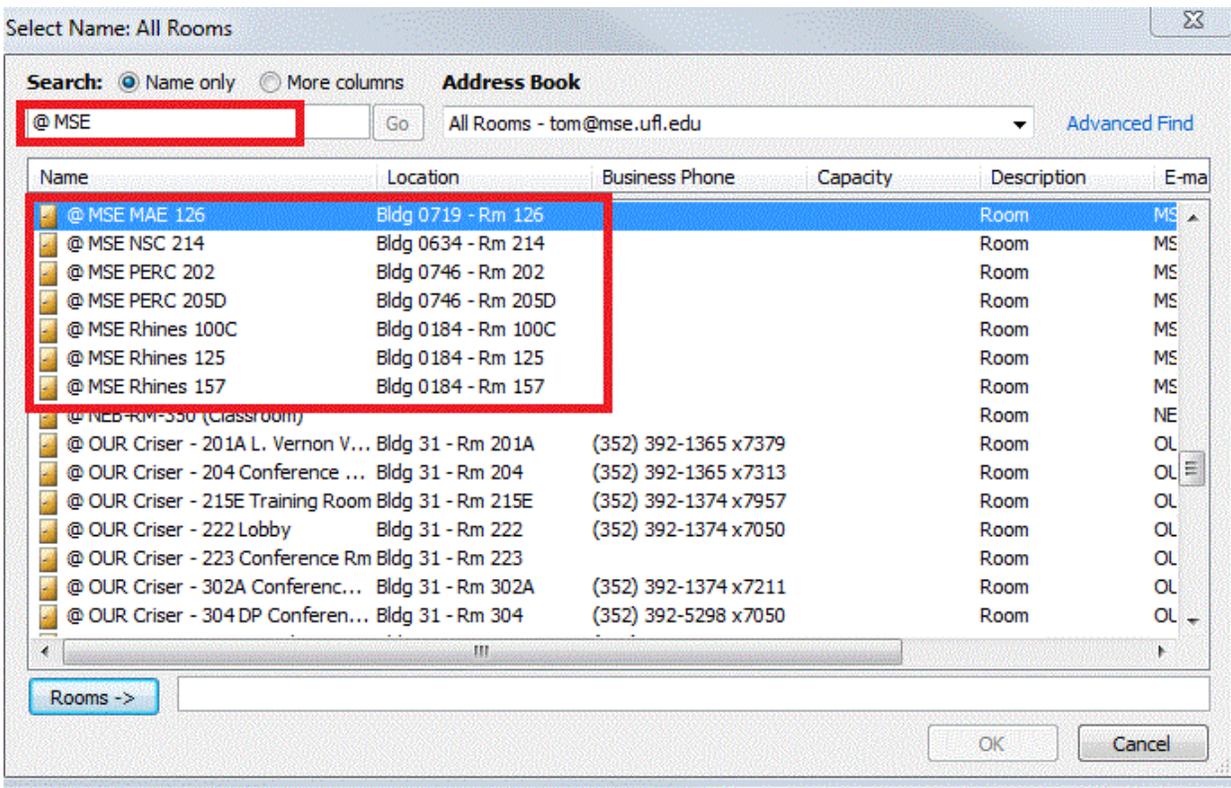
Step 1: Open Outlook

Step 2: Click Calendar

Step 3: Click **Open Calendar** icon on the top toolbar and click on **From Room List**.

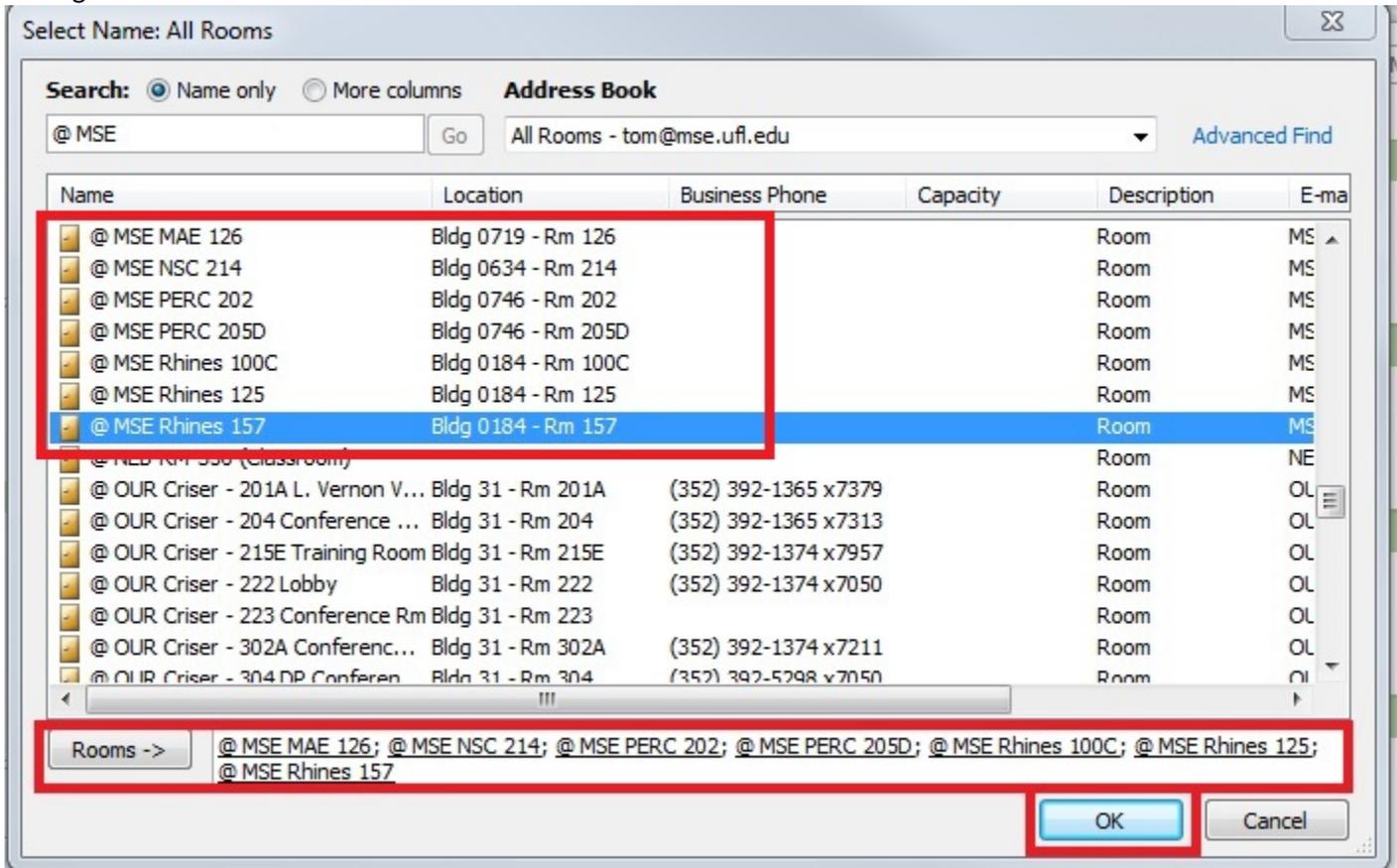


Step 4: Enter "@ MSE" in the search box and the MSE Room Calendars will populate.



Step 5: Double left click the Room Calendars you want to add so they appear in the **Rooms** box and then click **OK**.

Adding a Room Calendar in Outlook 2011 for PC



Step 6: The Room Calendar you chose is now added to your Outlook.

