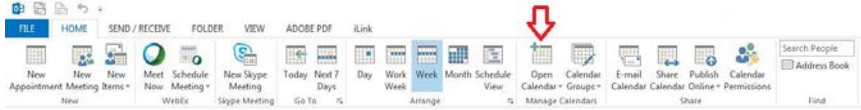
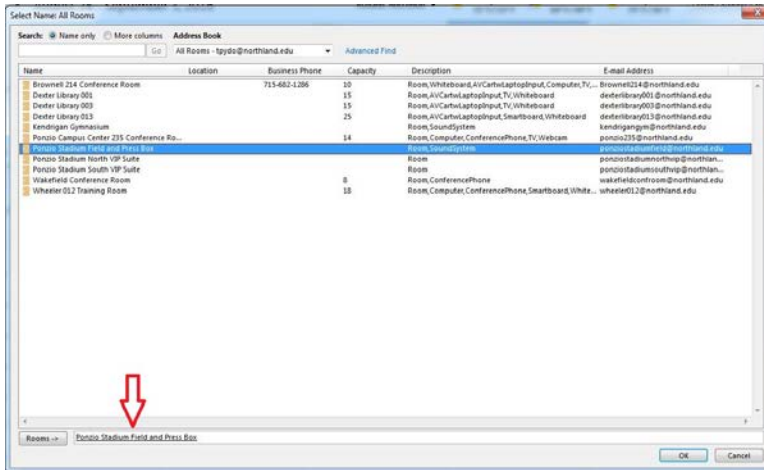


Viewing Room Availability in Outlook

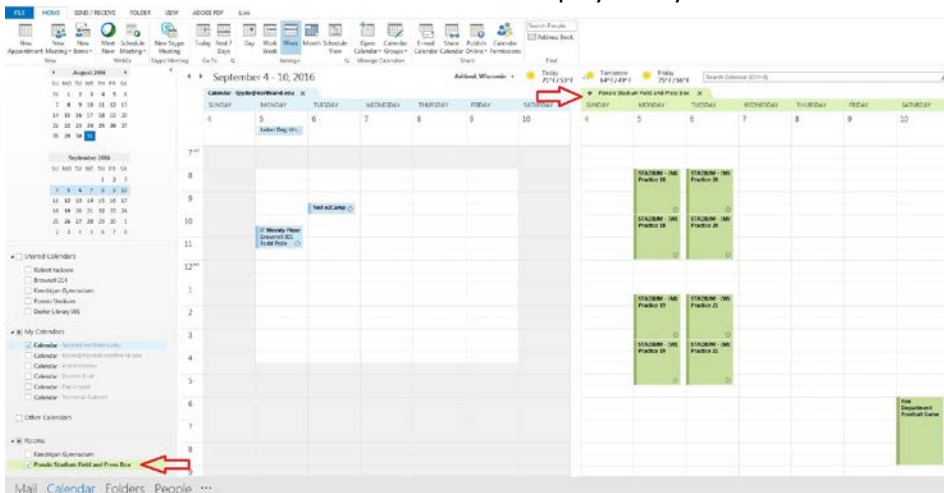
1. Open **Outlook**.
2. Click on **Calendar** in the bottom bar and find the date you want to reserve a room on.
3. Next, select Open Calendar from the top ribbon.



4. From the drop down select From Room List.
5. From the list of available rooms double click on the room you wish to view. It will be added to the selection at the bottom. (You will only need to do this once for each room.) Select Ok to close the room selection window.



6. The calendar that was selected will now be displayed in your Calendar view.



7. As you open room calendars for viewing, a list will be automatically created allowing you to quickly open and view the schedules for those rooms.

