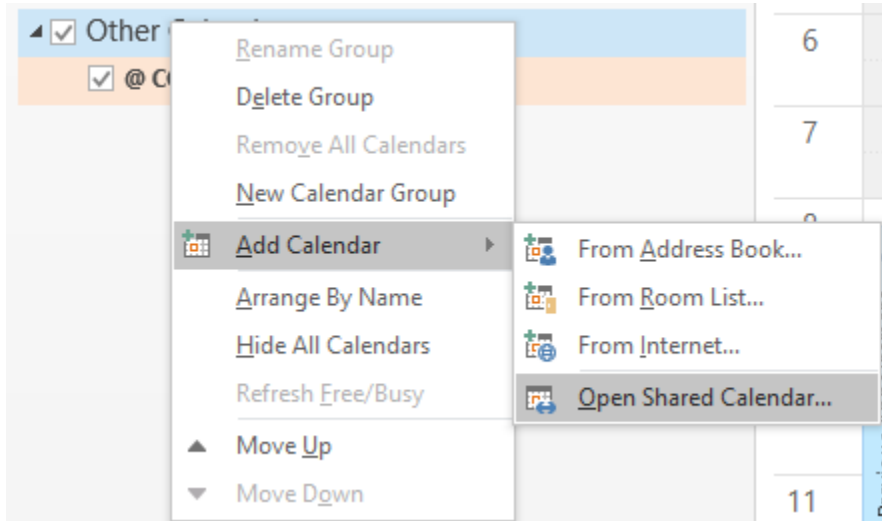


To view the room calendars in Outlook

Go to the Calendars section.

Right-click the section of your choice > Choose Add Calendar > Open Share Calendar

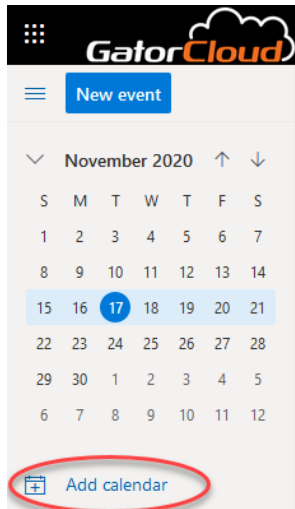


Enter the Display Name of the room. Example:

A screenshot of the 'Open a Shared Calendar' dialog box. The dialog has a title bar with a close button (X). Below the title bar is a text input field labeled 'Name...' containing the text '@ VM-3'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

To view the room calendars in web mail

In Calendar view, click "+ Add Calendar"



Choose "Add from directory" > Enter the room name or email address

