



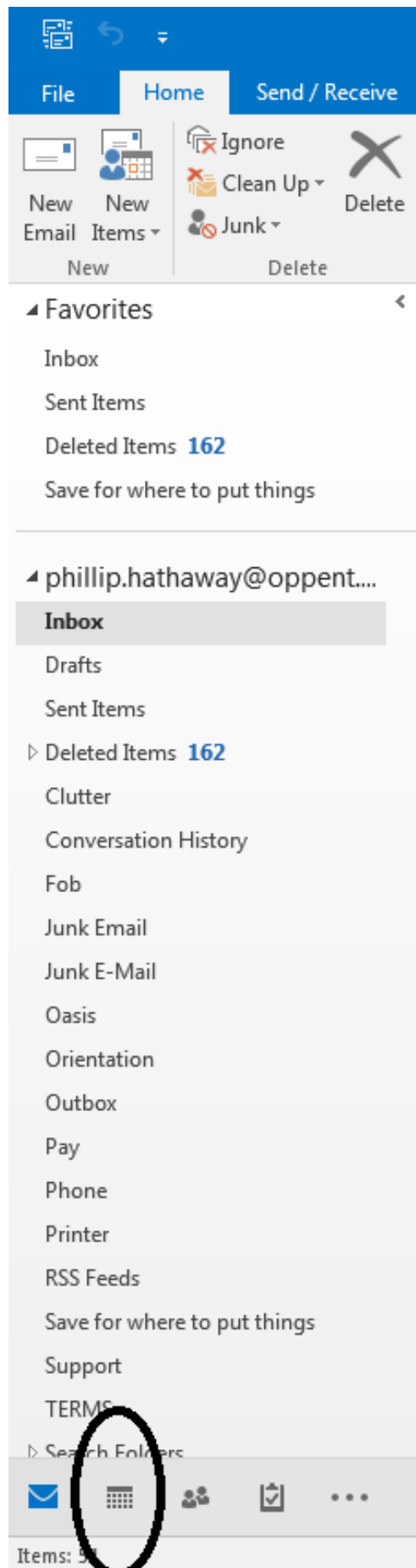
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Add Room Calendars

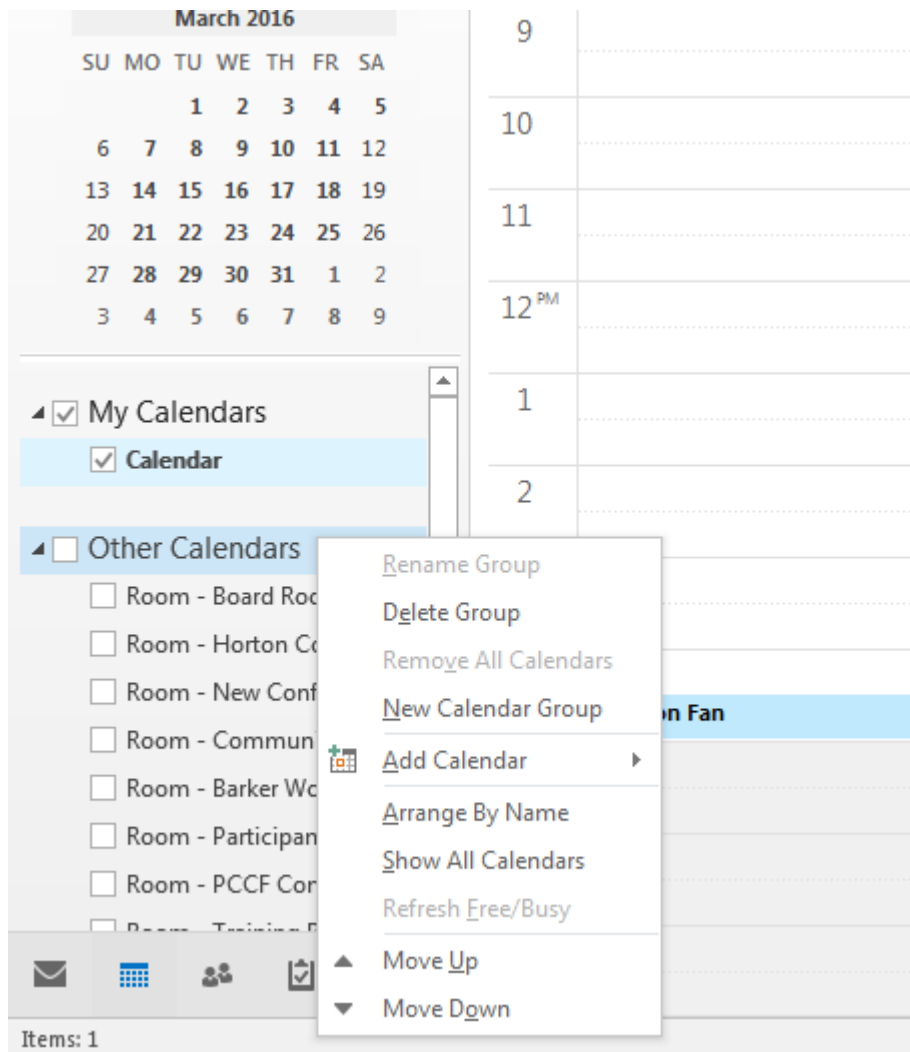
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To add Calendars

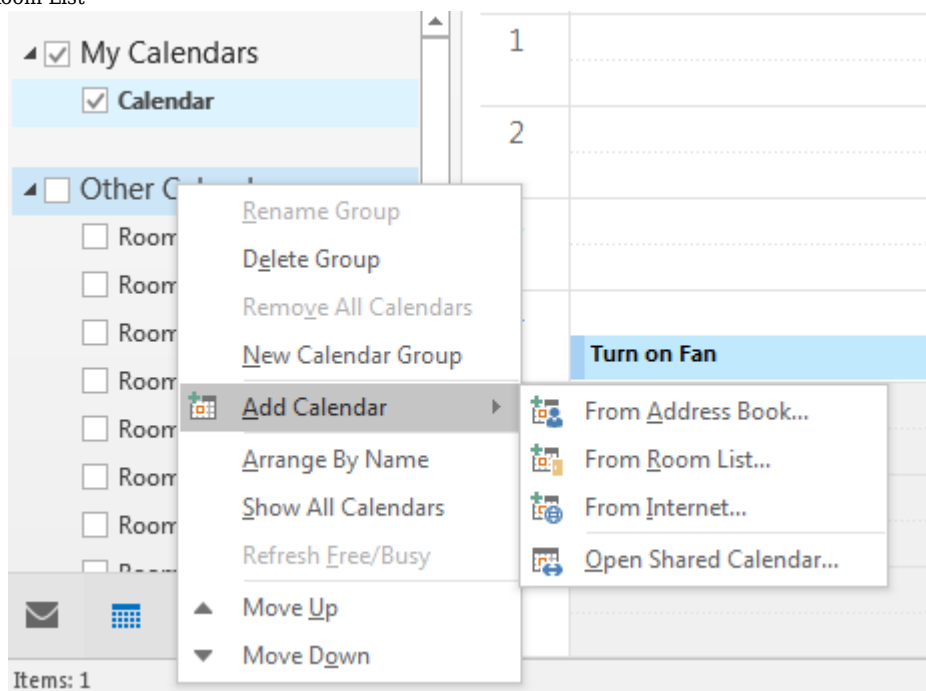
1. Open outlook.
2. Click on the Calendar Icon



- 1.
3. Right Click on Other Calendars



1. Items: 1
4. Add Calendar
5. Go to Room List



1. Add the Rooms you want.

Select Name: All Rooms

Search: ☒ Name only ☐ More columns

Address Book

Go

All Rooms - Phillip.Hathaway@oppent.org

Advanced Find

Name	Location	Business Phone	Capacity	Descrip
Room - 3101 Conference Room			20	Room
Room - Barker Woods Confere...			6	Room
Room - Board Room			12	Room
Room - Community Room			15	Room
Room - Horton Conference Ro...			25	Room
Room - Lake County Jobsource ... LC Jobsource			12	Room
Room - Lakeside Executive Office Lakeside			2	Room
Room - Lakeview Conference R... Lakeside			15	Room
Room - Legacy Room (formally ...			8	Room
Room - Participant Break Area			80	Room
Room - PCCF Conference Room			10	Room
Room - Training Room			40	Room

Rooms ->

OK

Cancel