

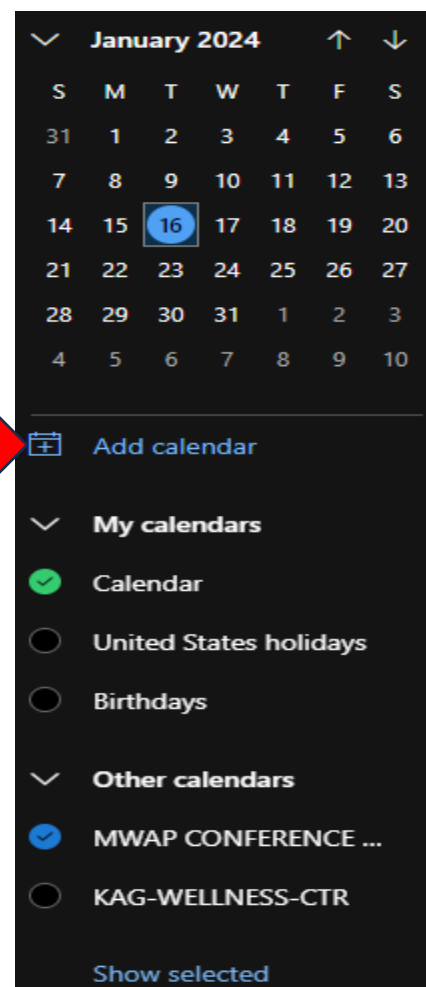
How to view conference room calendars

- Open Outlook on the web (using either Chrome or Edge) or using the desktop application.

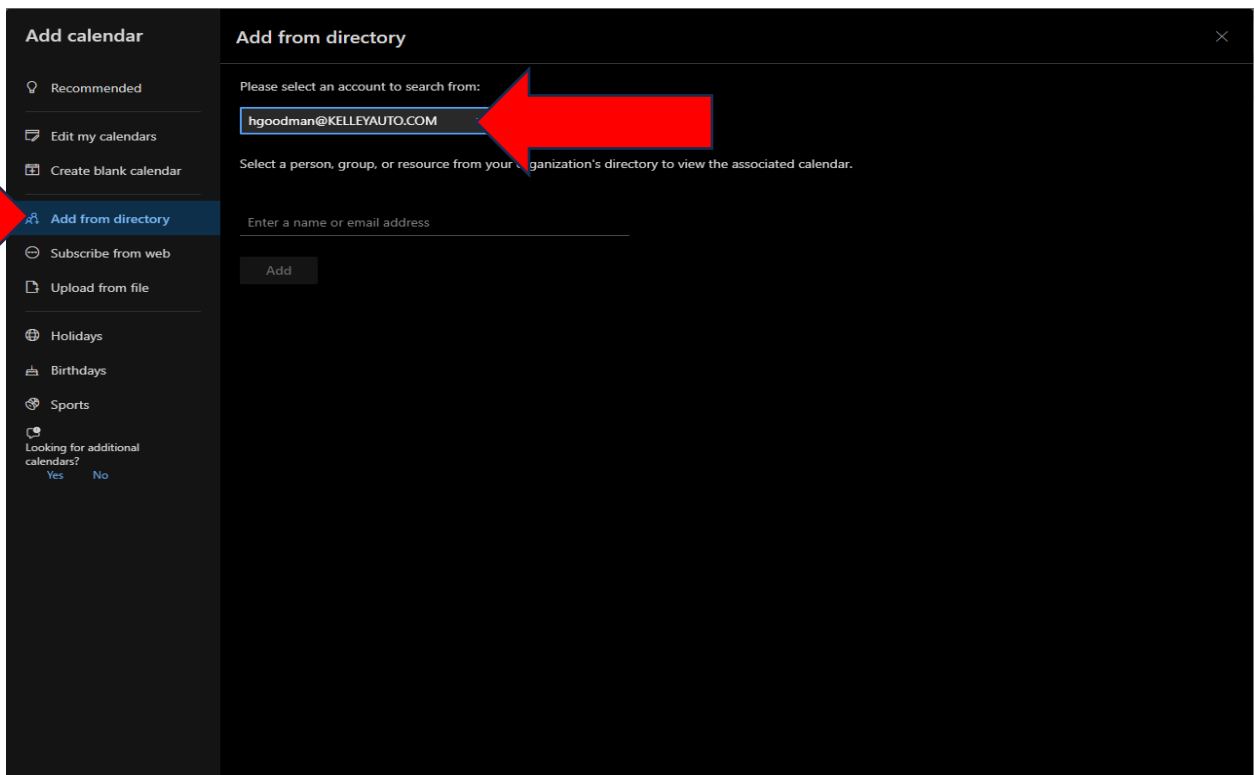
- On the left side of the window, you should see a couple of options please click the one that looks like a calendar.



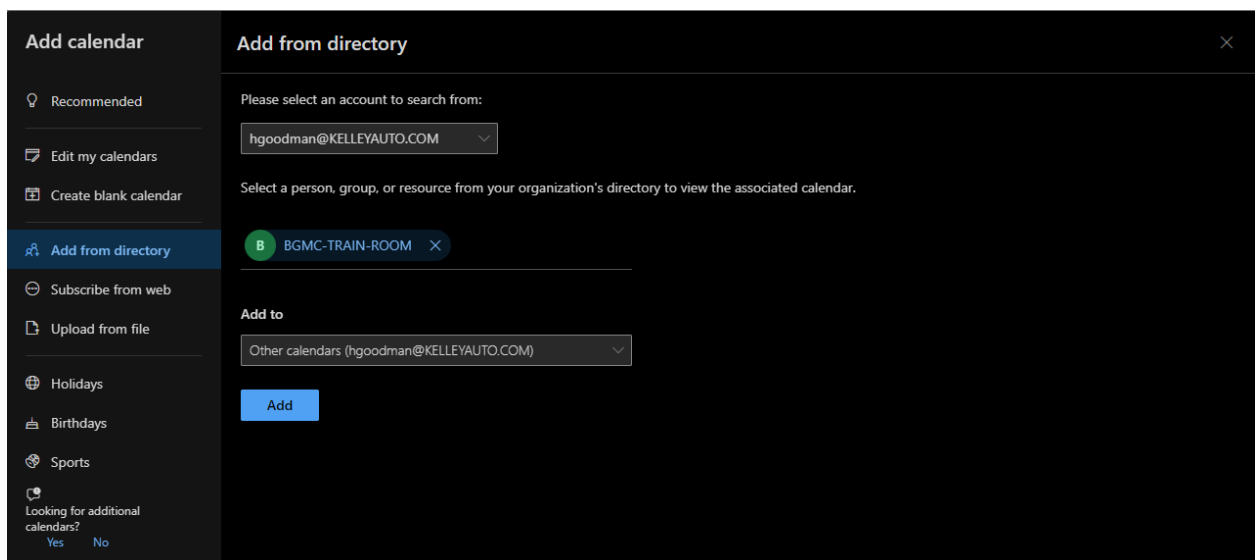
- On the left side of the window, you should see a calendar and a list of calendars you are currently viewing.
- Please click on “Add Calendar”.



- In the next window, please click on “add from directory” and in the drop-down menu select your email address.



- Below your email address please type in the name of the conference room you are looking for and once it shows up click on it. For example, searching for the BGMC-TRAIN-ROOM



- Once you are done click on add and it will be added to the list of calendars you can view.

