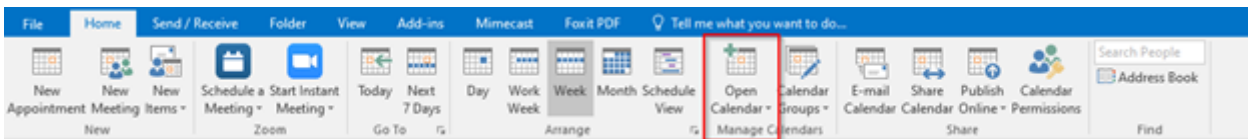


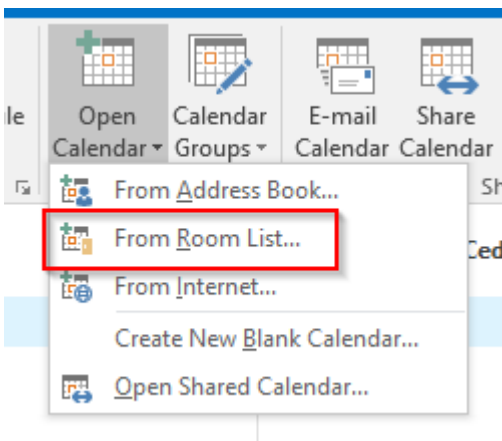
Email - View Shared Resource Calendar

Viewing a Shared Resource to Outlook

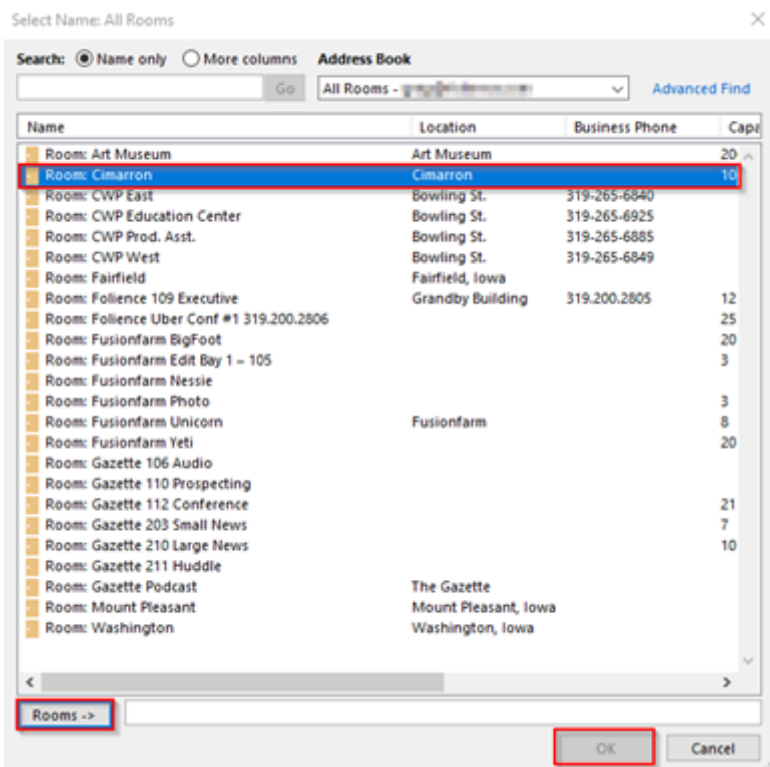
In Outlook, go to the Calendar View and click on **Open Calendar** in the Ribbon:



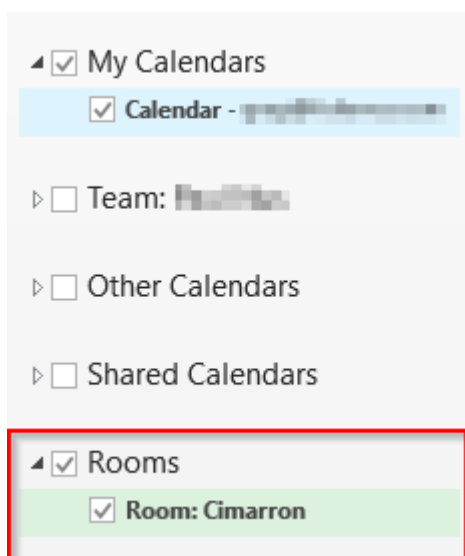
In the drop down, select **From Room List...**



Find the Room calendar you would like to add to your Outlook profile, **click on it**, click **Rooms ->** and click OK



The calendar should now show up on the left of your Outlook Calendar View:



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