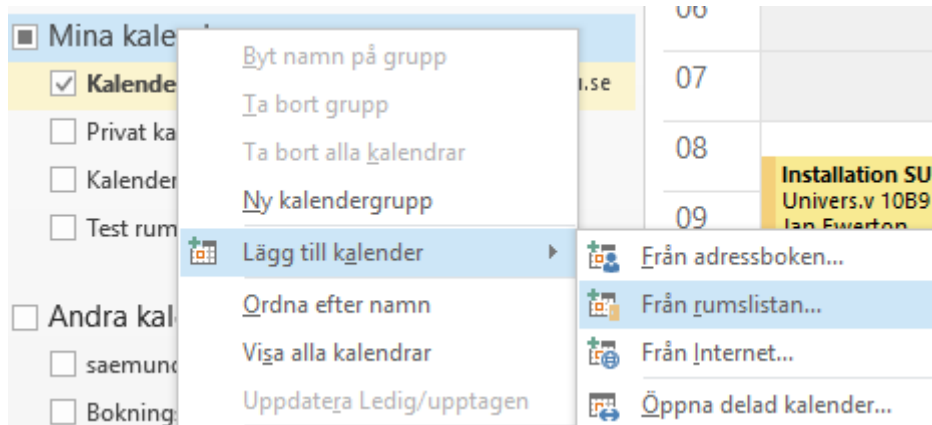


How to Browse the Room Booking Calendars in Outlook

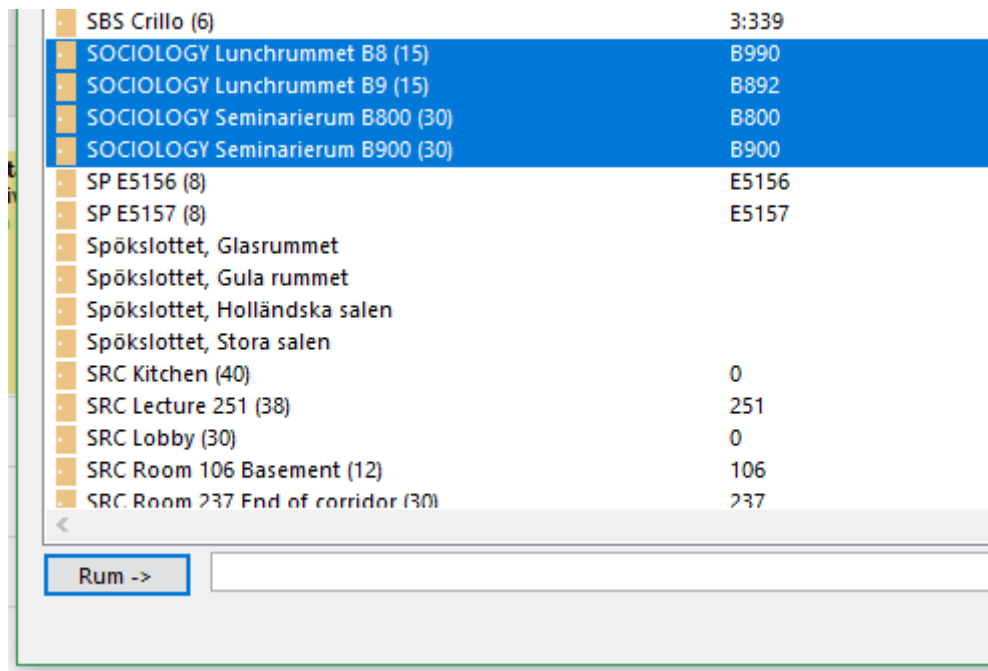
If you want to browse the calendars for our meeting rooms, in order to find a suitable time, here's how to do it.

1. Open the Calendar window in Outlook.

2. Right click on "My Calendars, choose "Add calendar" and "From the room list".



3. Scroll down to "Sociology". There you will find our rooms.



4. Select the room you want, and click on the "Room" button. It is possible to select more than one room at the same time.

5. Click on OK. Now you can see the room calendars under "My Calendars" in outlook. Please note that the checkboxes next to the calendars selects which calendars are currently displayed. It is possible to browse several calendars simultaneously if needed.

