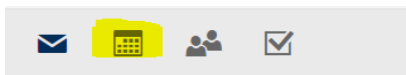


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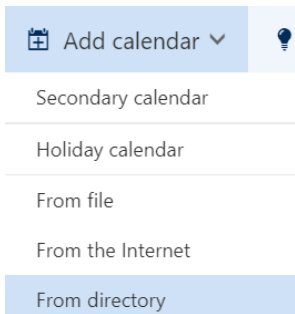
1. Log in to Outlook online.
2. Select calendar using the icons on the bottom left of the screen.



3. From the menu bar across the top, click Add calendar.

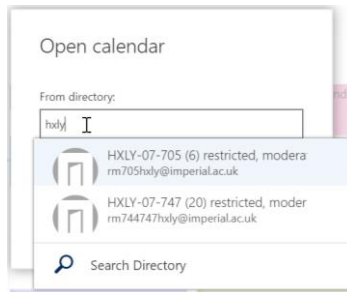


4. From the drop down menu, click From directory.

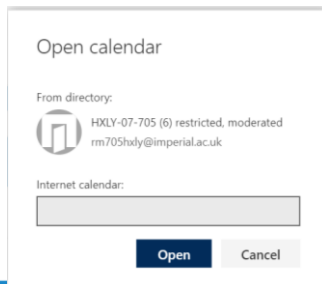


Display a room calendar in Outlook online

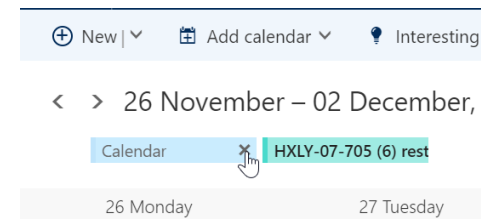
5. In the From directory box, type the building code. If the room doesn't display automatically, click Search Directory.
6. Click on the room you want.



7. Click Open



8. You are now displaying the room calendar and your personal calendar together. Click the small x to close your personal calendar.



The room calendar has been permanently added to your list of calendars on the left. You can turn calendars on and off by clicking on them there.

