HOW TO ADD A CONFERENCE ROOM CALENDAR TO YOUR OUTLOOK 2013/2016

- 1. Click on your Calendar Tab
- 2. Right click on Shared Calendars \rightarrow Add Calendar \rightarrow From Address Book



3. Search for the calendar you want to add and type it in the search box (example: ece-vanleer-225, ece-vanleer-218, ece-vanleer-117, ece-golfcart, etc)

Select Name: Offline Global Address List			
Search: Name only More col	umns Address Book		
ece-vanleer	Go Offline Global Addr	ess List - bao.nguyen@	 Advanced Find
Name	Title	Business Phone	Location
ece-vanleer-117 ece-vanleer-218			•
ece-vanleer-225			
ece-vl218-prjr ece-vl225-prjr			
Echard, Jim D	Principal Research Engineer Undergrad Student		
Echeverria, Ismael D Echols, James A	Visiting Research Student Facilities Mgr II	(520) 352-2500 (404) 385-1163	
Echols, Keith C Echt, Katharina V	Area Mgr Residence Life Sr Research Scientist		
Eck, Andrew D Eck, Brianna E	Grad Student Undergrad Student		-
Frier lames F	Grad Student		Þ
Calendar -> ece-vanleer-225			
		01	Cancel

- 4. Double click on it to add it and click OK
- 5. If you have done it correctly, you will see it listed under Shared Calendar



HOW TO ADD A CONFERENCE ROOM CALENDAR IN OWA (mail.gatech.edu)

- 1. Log into OWA (mail.gatech.edu)
- 2. Click on the Calendar Tab



3. Right click on Other calendars \rightarrow Open Calendar

 My calendars 	 My calendars 	
Calendar		
 People's calendars 		
Other calendare 14 New calendar		
∧ Groups	Open calendar	
የድ	New calendar group	
	Rename calendar group	
Groups give tea space for email, and scheduling ev	Delete calendar group	

4. Type in the name of the conference room in the From directory and click Search Directory



- 5. Double click on the conference room from the list and click Open
- 6. If you done it correctly, you will see it listed under Other calendars

