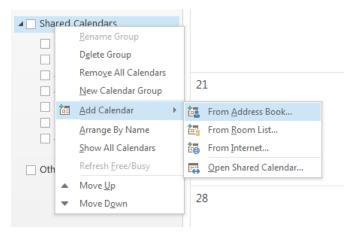
HOW TO ADD A CONFERENCE ROOM CALENDAR TO YOUR OUTLOOK 2013/2016

- 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 (ECE Administrative Assistants Calendar)

Select Name: Offline Global Address List		×
Search: Name only OMore columns ece admin Go	Address Book Offline Global Address List - bao.ngu	yen@ ~ Advanced Find
Name	Title	Business Phone Loca
ECE Administrative Assistants Calendar ECE Bunger Henry 315 ECE Buzzcard Help ECE Centergy 5112 ECE Centergy 5184 ECE Centergy 5234 ECE Computer Support Group ECE CSG Help ECE CSIP 5244 ECE CSIP Library ECE Digital Media and VIP ECE Golf Cart ECE Graduate Affairs Office ECE GSO ECF Hive		^
< C C C C C C C C C C C C C C C C C C C		>
Calendar -> ECE Administrative Assista	nts Calendar	OK 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



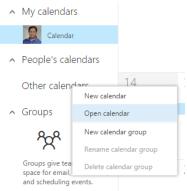


HOW TO ADD A CONFERENCE ROOM CALENDAR IN OWA (mail.gatech.edu)

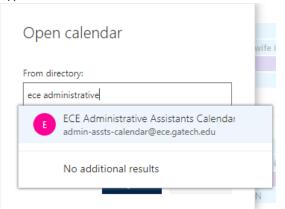
- 1. Log into OWA (mail.gatech.edu)
- 2. Click on the Calendar Tab on the lower left hand corner



3. Right click on Other calendars \rightarrow Open Calendar



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

