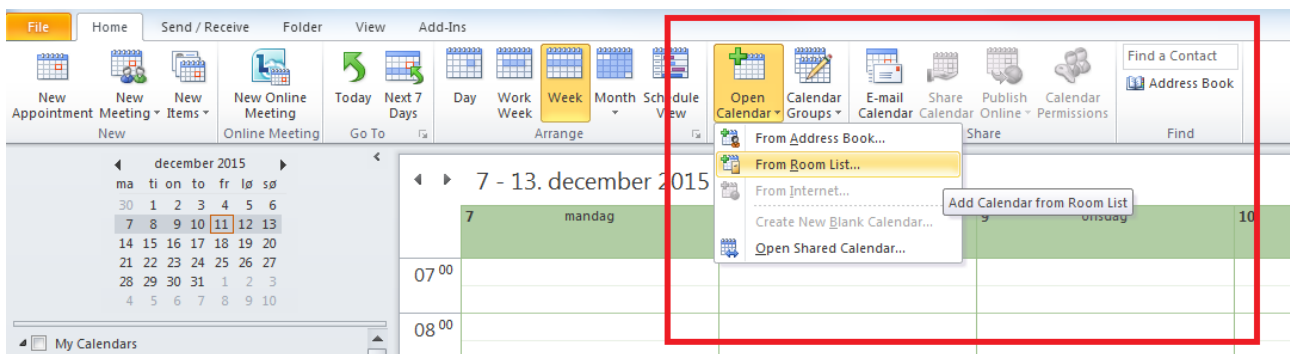


Guide to rooms in the Outlook Calendar

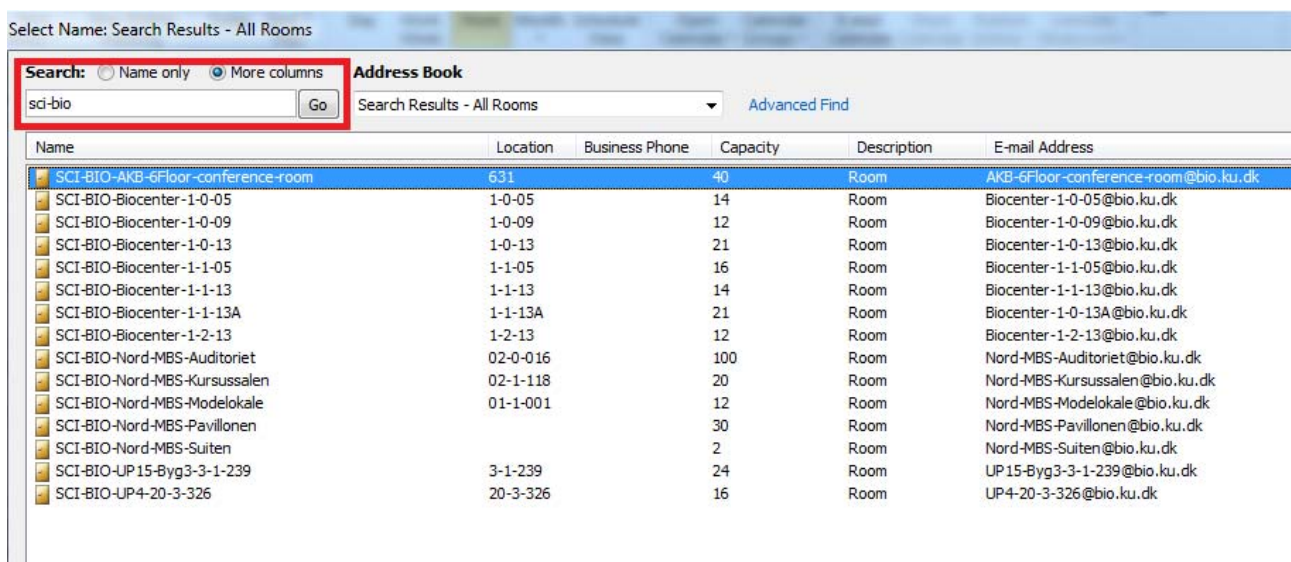
The first few steps are only necessary the first time you open a calendar in Outlook on each computer you have.

First select the calendar in the bottom left corner.

Your screen should now look like this, please select the “Open Calendar” option located in the middle of the top panel, and select the “From Room List” option.



This will bring forward a part of the address book. Please type “Sci-Bio” in the search area and click “Go”. This will show all the rooms currently available in Outlook for the Department of Biology.



Please select the room calendars you wish to open.

Your room calendars should now be ready for booking, just like any regular calendar and found in the left side of your calendar view.



It's worth remembering that you need to manually click the option in the calendar to have it copied into your own.

You can create and edit your own meetings, but you can't delete or edit meeting set by others.