

Adding/Removing Room Calendars

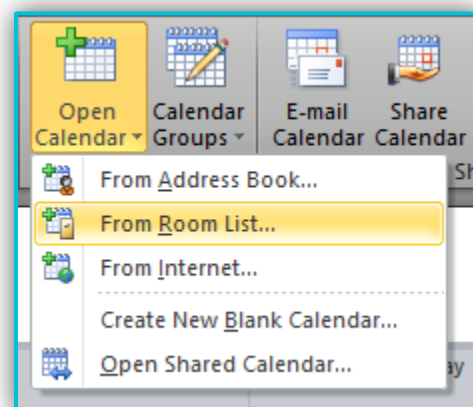
Microsoft Outlook

These instructions will go through how to add and remove Conference Room calendars in Outlook. This will also apply to the "City Events" calendar as it is under the "Rooms" category when adding calendars.

Note: These instructions are based on Outlook 2010. There may be slight differences in other versions of Outlook but the process should still be very much the same.

Adding Room Calendars

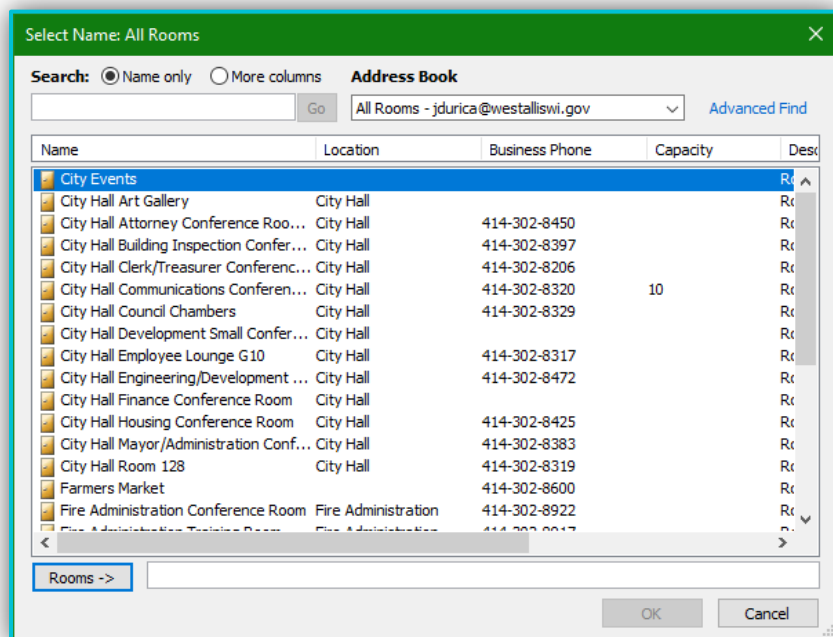
- 1) With Microsoft Outlook open, go to the **Calendar** page.
- 2) In the menu at the top of the window under the **"Home"** tab, click **"Open Calendar"**



- 3) Select the room you wish to add and click the **"Rooms ->"** button. Repeat that for every room that needs to be added.

4) Click **OK**

- 5) The calendars that were selected should now be in the Calendars list on the left side.



Removing Room Calendars

- 1) On the Calendar page, right-click on the calendar that needs to be removed.
- 2) Click **"Delete Calendar"**
- 3) The calendar should now be removed from Outlook

Note: This doesn't delete the calendar for everyone; it just removes it from view for that user until they add it again.

