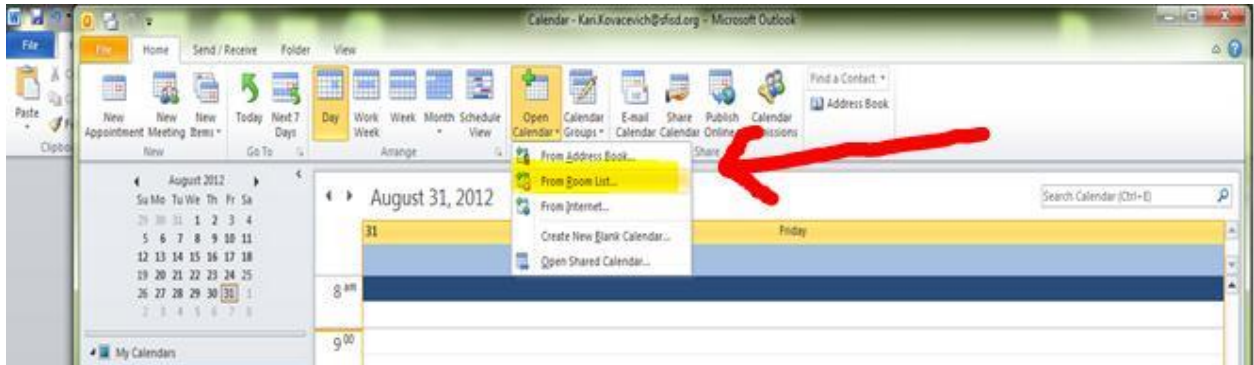
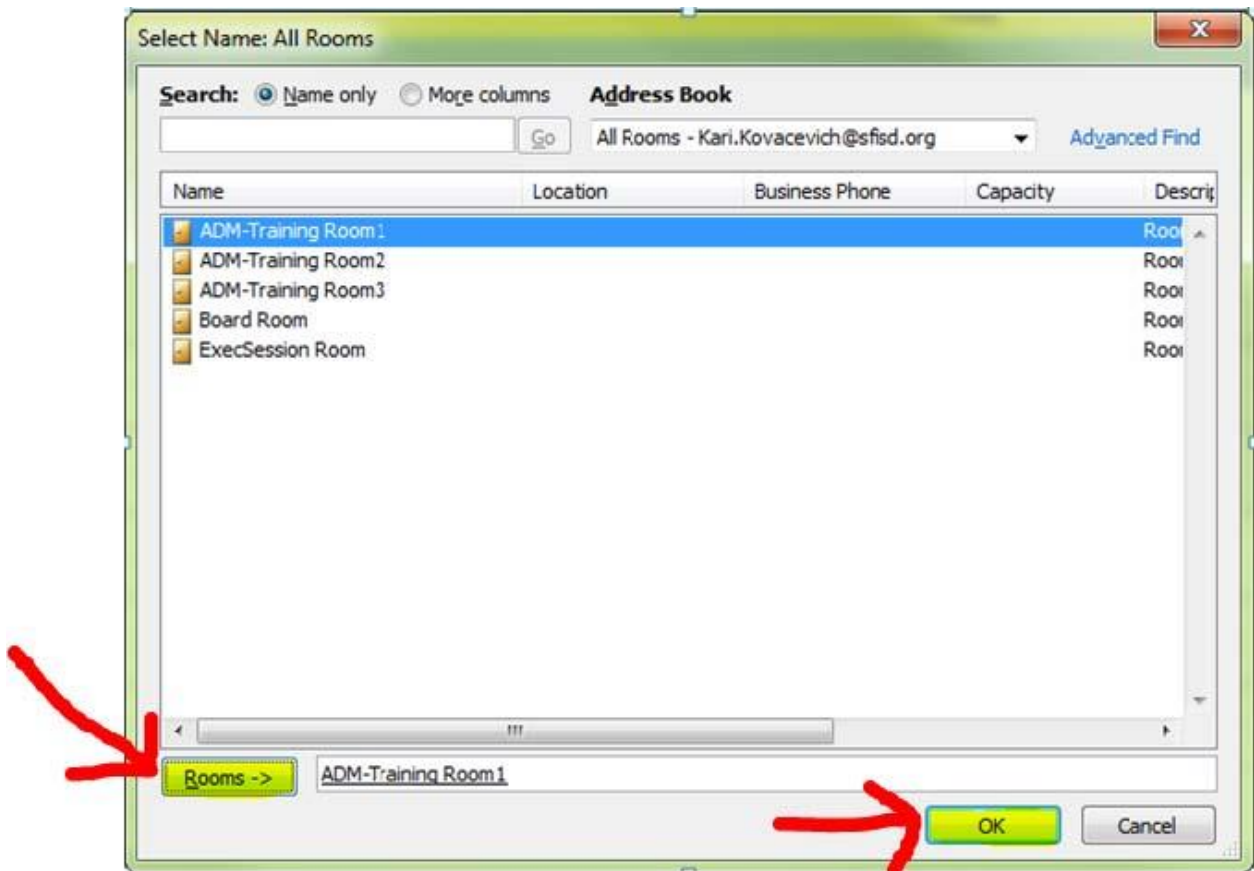


Outlook 2016 – Viewing a Room calendar

1. From your Calendar view, select “Open Calendar” from the top ribbon menu, then select “From Room List”.



2. Highlight the room for the calendar you want to view and click the “**Rooms->**” button at the bottom. Then Click “**OK**”.



3. The calendar will become visible on the screen with the current calendars you are viewing. You can toggle the calendar on and off using the checkmark boxes in the left pane.

