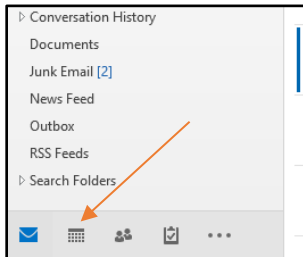
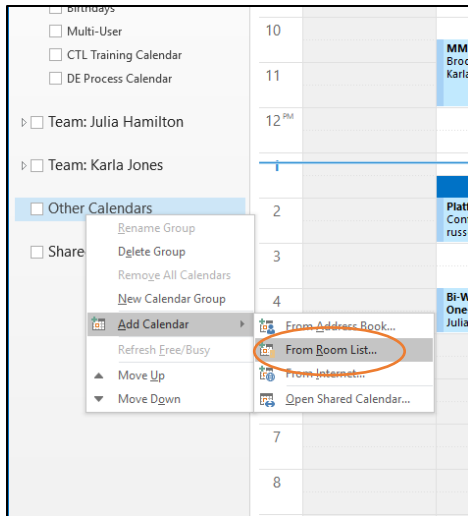


How to View a Roombook Calendar

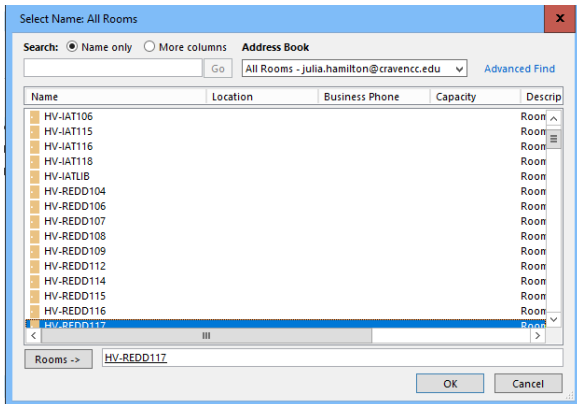
1. Open Outlook 2016 and click on the Calendar icon.



2. Right-click on Other Calendars and then click on Add Calendar > From Room List



3. Double-click on the room you would like to view.



4. You should now see the room listed under Other Calendars. You can add multiple room calendars to Other Calendars for quick access.

