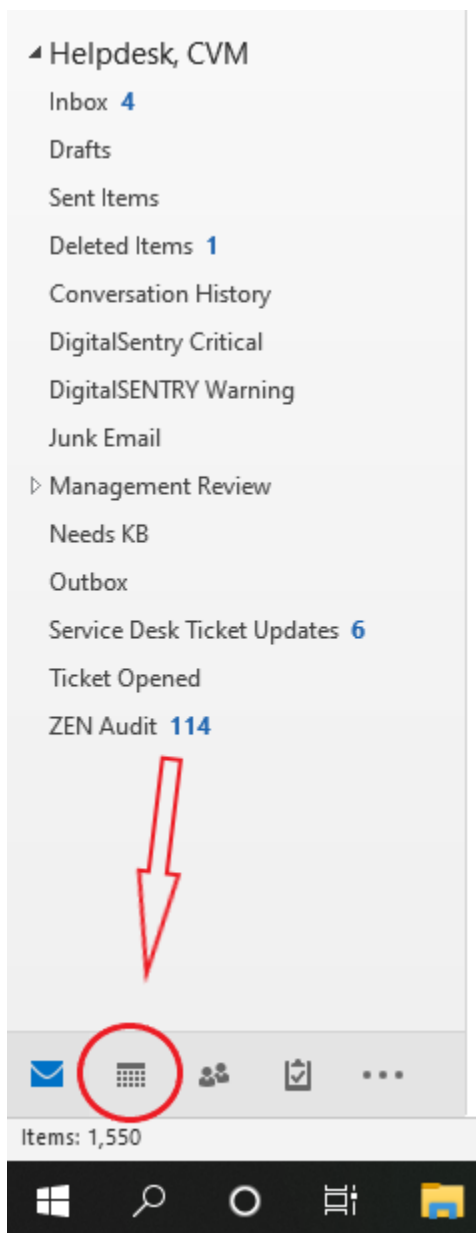


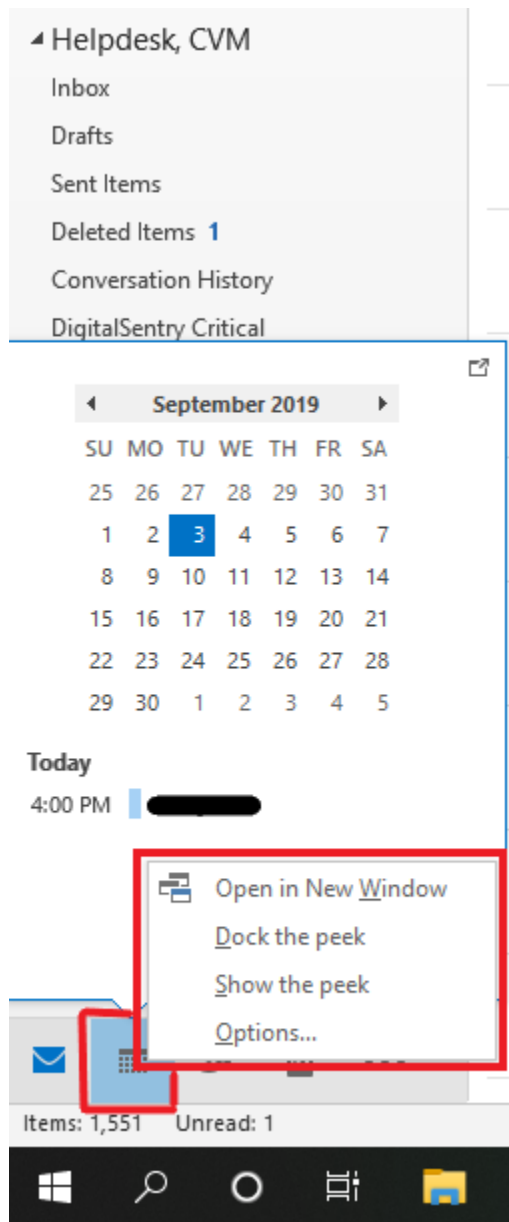
How to Reserve a Room Using Outlook (PC)

How to view a Room Calendar

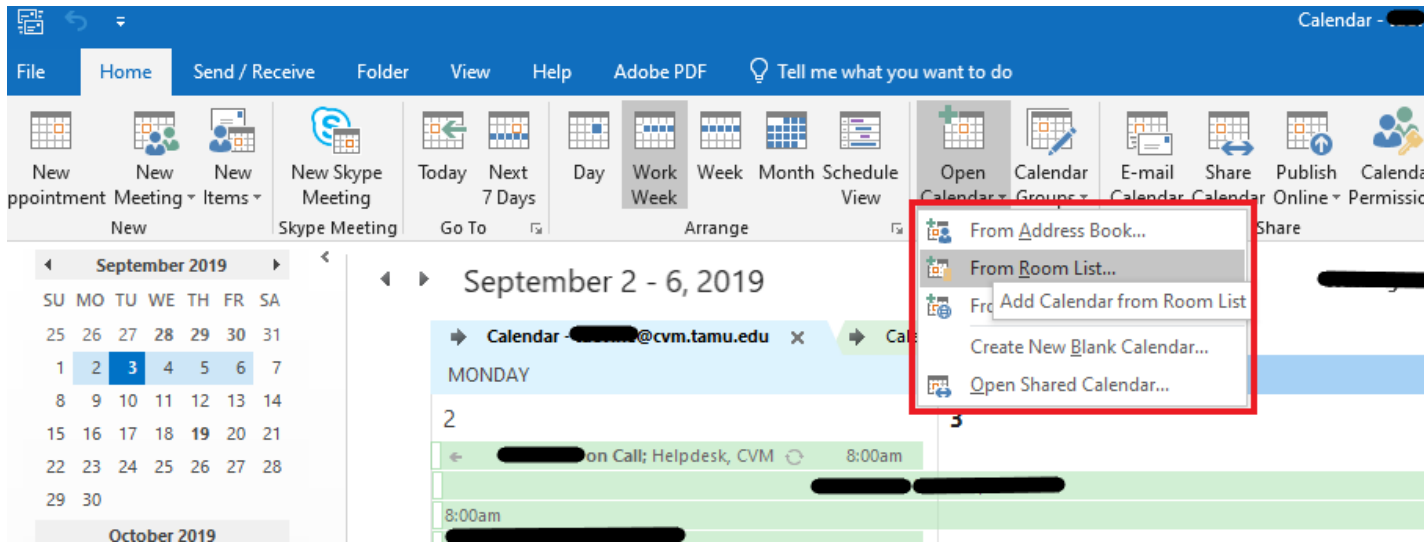
1. Open your Outlook and go to your Calendar.



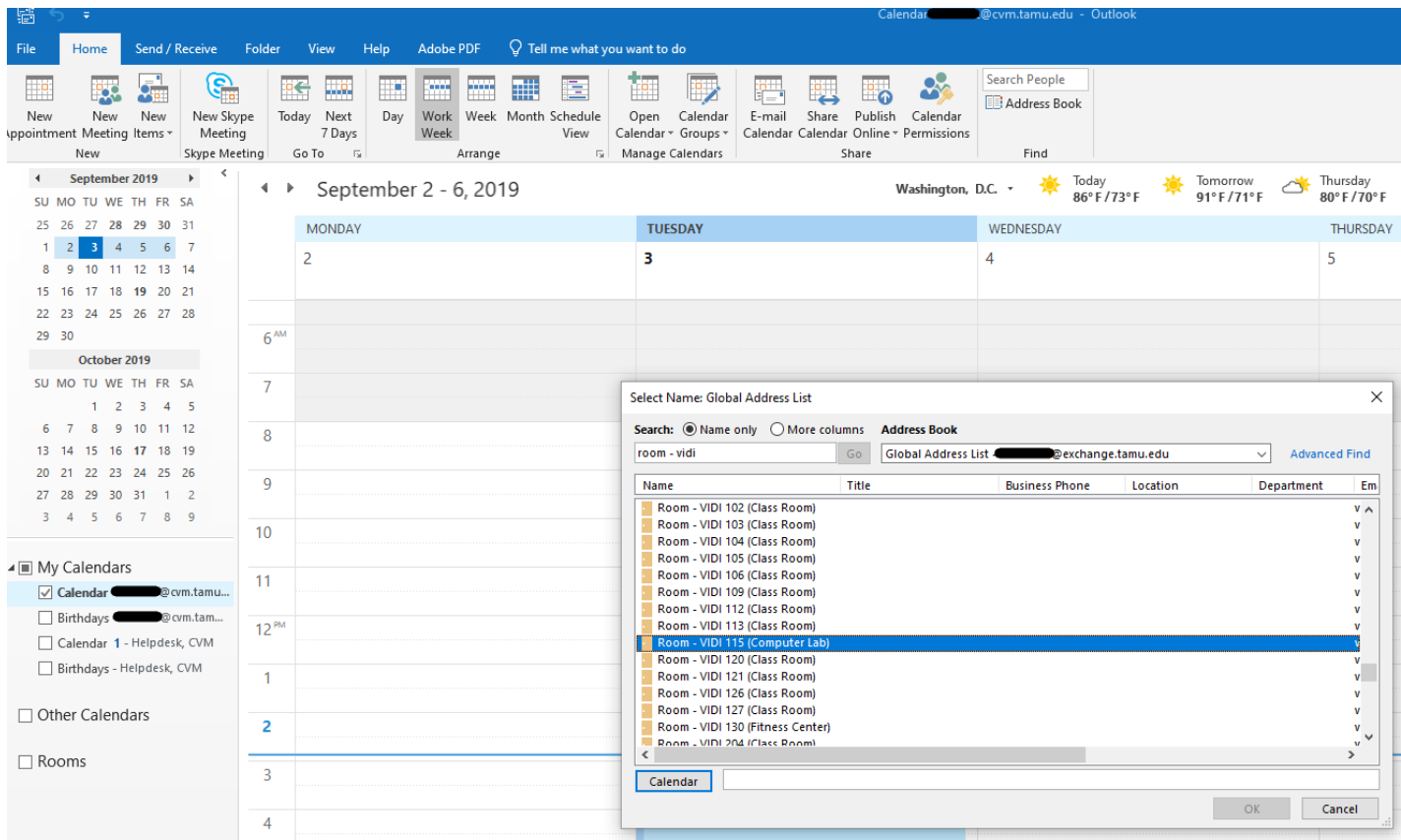
2. Click Open Calendar on the Ribbon.



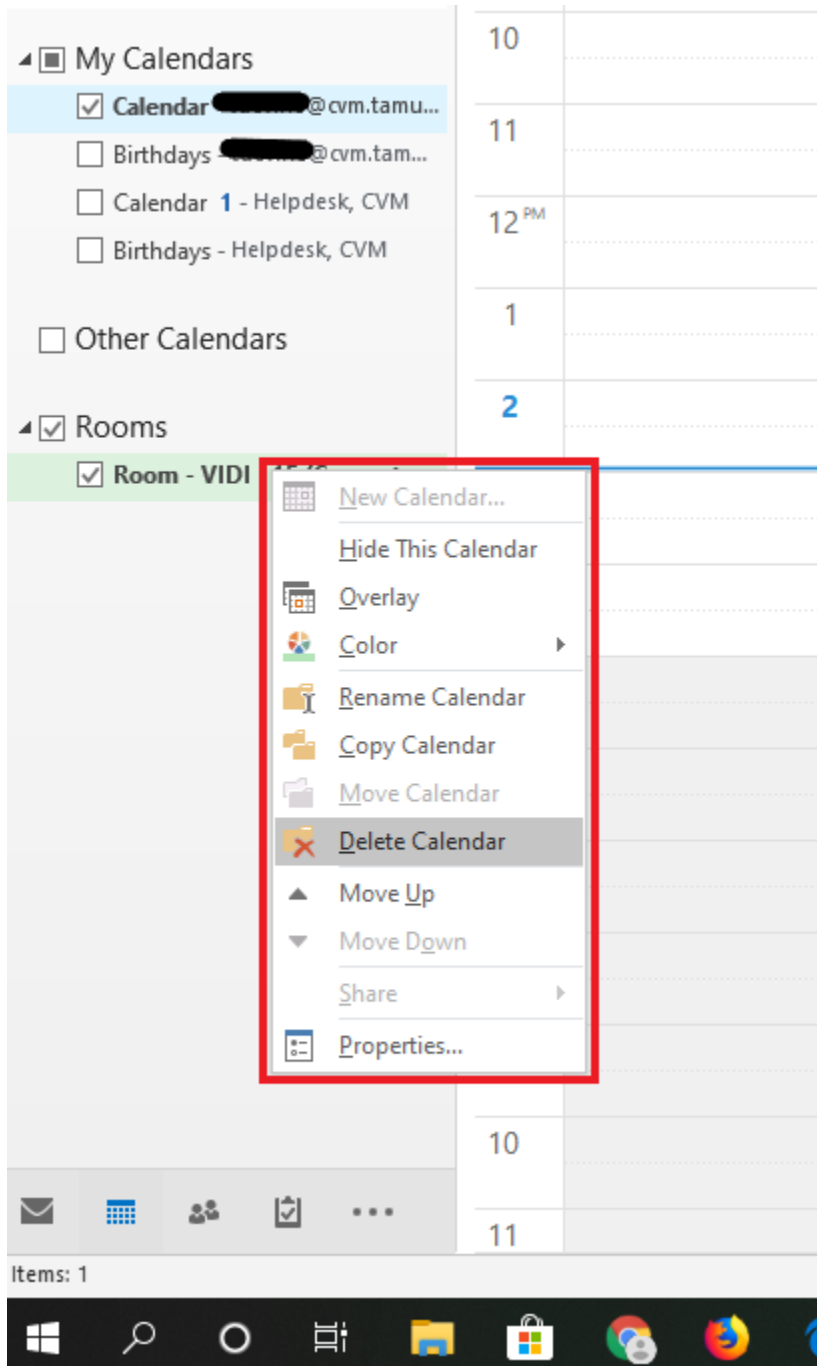
3. Select from room List ...



4. Select the Rooms you would like to view and hit OK.



5. Once you select a Room, it will show up under your Calendars.



6. The rooms that you add can also be deleted from your list by right clicking the room and selecting **Delete Calendar**.

If you have any issues with this knowledge base or article contact the CVM help Desk at 979 862 4554 or write to us: helpdesk@cvm.tamu.edu