Adding Booking Calendars to your Outlook

In the Calendar Tab in your Outlook, click on "Add Calendar" drop down menu and select "From Room List"

NOTE: IF you do not see the same view as listed below, you need to expand your ribbon. See the set of directions below on how to do so.

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In the search window, type in the first three or four letters of your school name – this will display the list of booking calendars that are available there.

Select Name: All Rooms	1	
Search: Name only		Address Book
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Name Pipecrest Art Room		
Pinecrest CartA		
Pinecrest CartB		
Pinecrest Library		

Double clicking on the names will add it to the Room list at the bottom. Click "OK".

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Rooms	Pinecrest Art Room
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You should now see your new calendar in the left sidebar under your Rooms Calendars tab

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√■ Rooms
School Board Office Board Room
School Board Office Conference R
School Board Office Committee R
Pinecrest Art Room
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Expanding the Ribbon to see the Tab and Command

Click on the "expand icon" located on the top right of your screen.

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Select -> Show Tabs and Commands



The expanded "ribbon" will then be displayed.

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