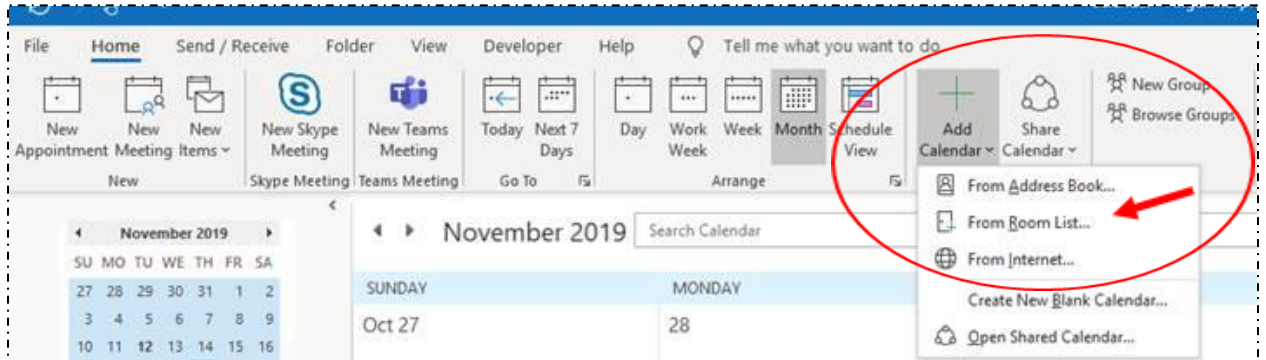# Adding Booking Calendars to your Outlook

In the Calendar Tab in your Outlook, click on "Add Calendar" drop down menu and select "From Room List"
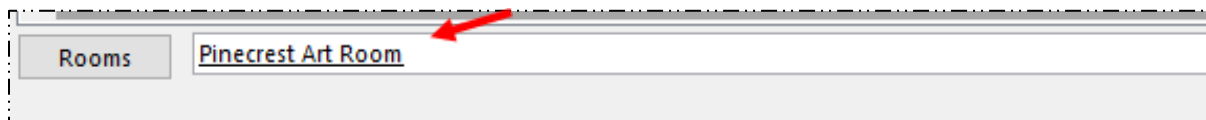
NOTE: IF you do not see the same view as listed below, you need to expand your ribbon. See the set of directions below on how to do so.
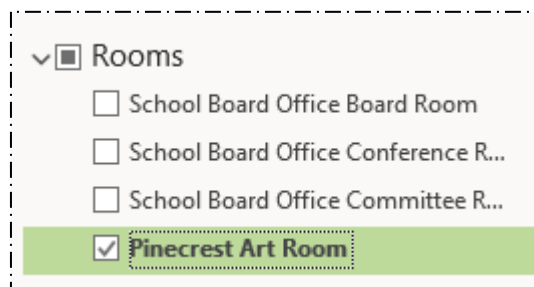

In the search window, type in the first three or four letters of your school name – this will display the list of booking calendars that are available there.
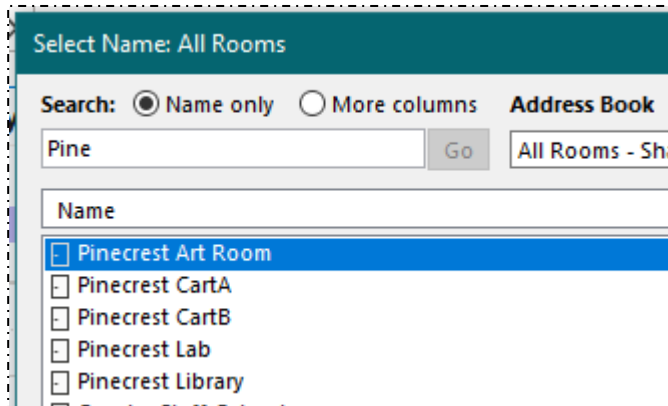
Double clicking on the names will add it to the Room list at the bottom. Click "OK".

You should now see your new calendar in the left sidebar under your Rooms Calendars tab
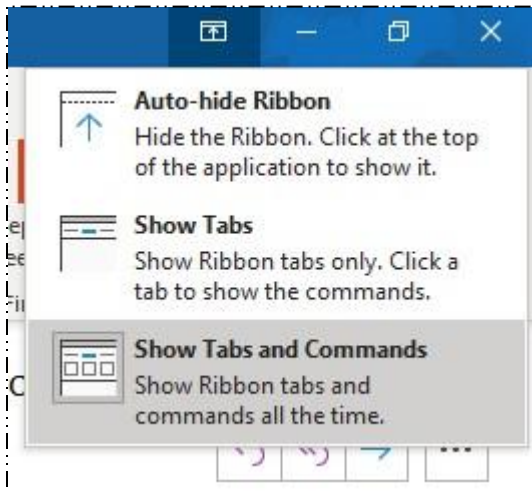
Expanding the Ribbon to see the Tab and Command

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

Select -> Show Tabs and Commands

The expanded "ribbon" will then be displayed.