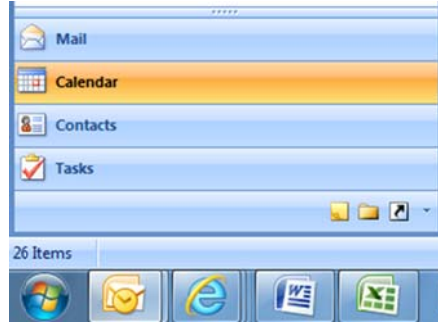


Outlook Exchange Calendar Instructions

Using Outlook 2007

1. Go into Outlook and choose **Calendar**



2. Choose **Open Shared Calendar** from the side menu bar

How to Share Calendars

Open a Shared Calendar...



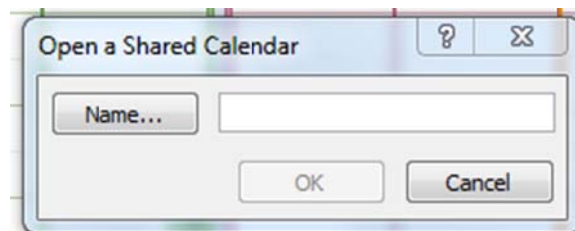
Share My Calendar...

Send a Calendar via E-mail...

Publish My Calendar...

Add New Group

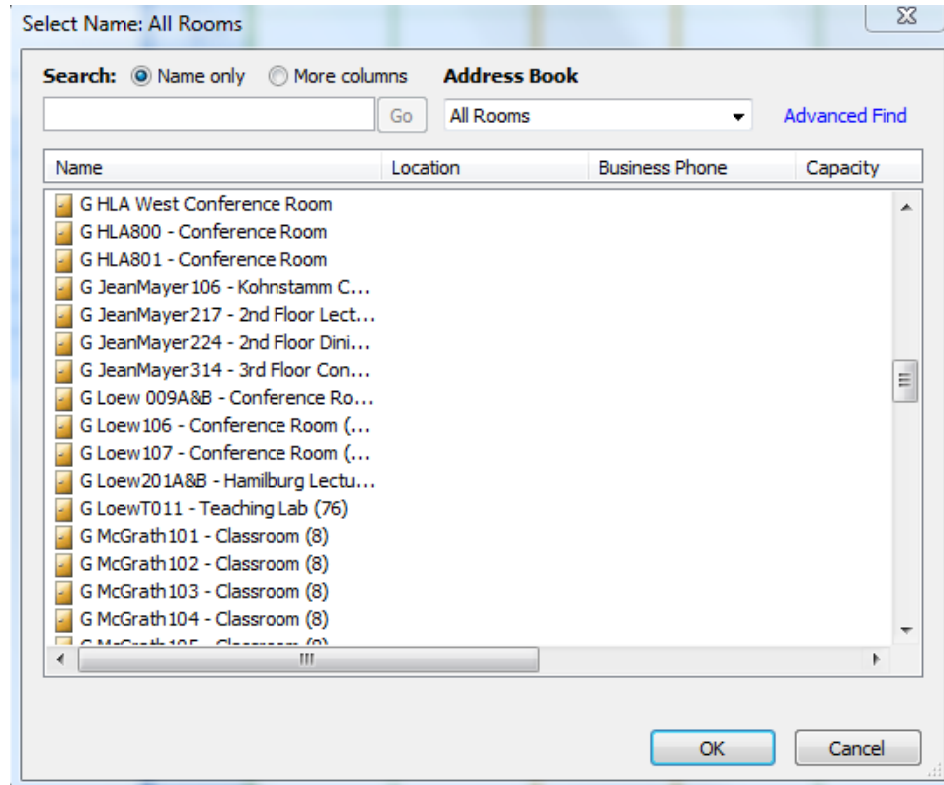
3. Select **Name**



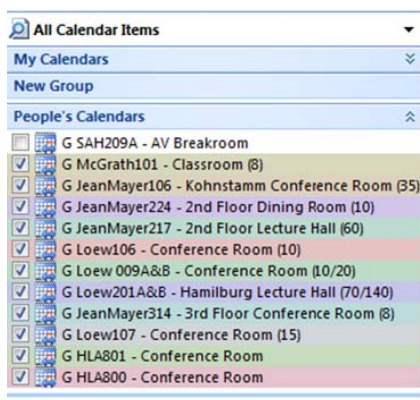
4. Select **All Rooms** from the drop down menu under **Address Book**. The rooms on the Grafton campus begin with the letter G. Scroll down until you find the room you're looking for. Choose the room you wish to see by double-clicking it. It will then appear on the left side bar.

Click **OK**:

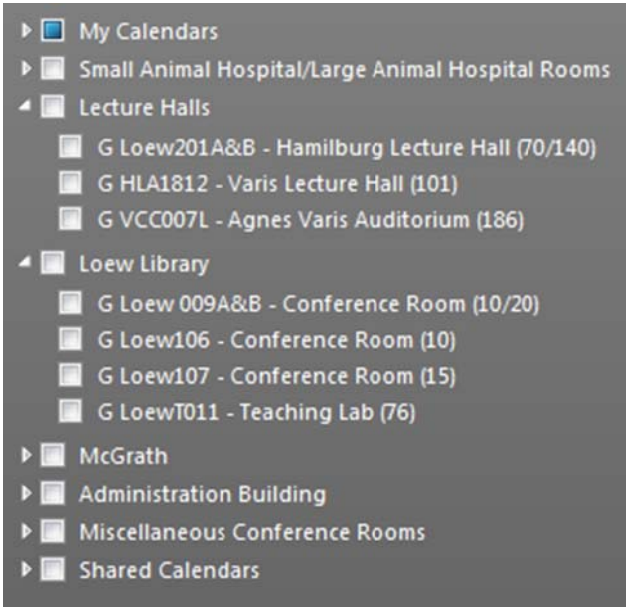
With Outlook 2007 you will need to do the calendars one at a time.



5. This is how your rooms will download on the left-hand side of your calendar. You really only need to download calendars for the rooms you use the most.



6. You May also group your calendars by making folders and moving each calendar into its own area, as seen below



You do not have to download a calendar in order to reserve a room. The next section shows you the process for reserving a room.