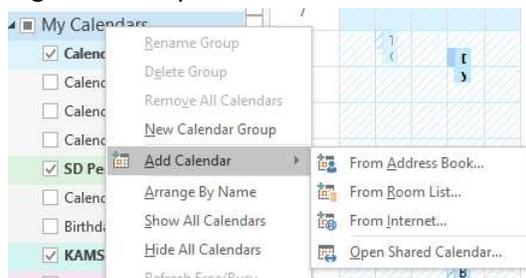


GOAL	View calendar entries in a shared calendar or meeting room calendar
AUDIENCE	Microsoft Outlook Users
REQUIREMENTS	
AUTHOR	Shane Dahlstrom
CREATED ON	16-Jul-18
REVISION BY/DATE	

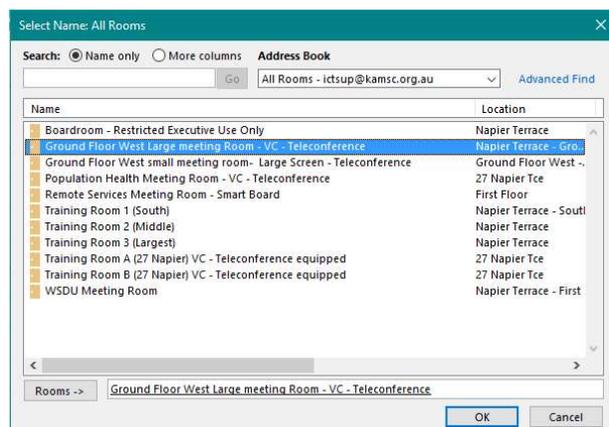
To open a resource calendar (e.g. meeting room calendar) or a calendar that another person has shared with you

- 1) Open “Calendars” in Outlook
- 2) Right click “My Calendars” and hover over “Add Calendar”



- 3) To open a meeting room or other resource calendar click “From Room List”  
To open a shared calendar select “From Address Book”

- 4) Use the search box if needed to find the person/room you need and double click the appropriate record to put it in the box at the bottom of the window, then click “OK”



- 5) The calendar should now show up alongside your own calendar and allow you to view existing calendar entries  
NOTE: To view a calendar shared by somebody else, they will have had to have given appropriate permissions

### NOTE

You can only view information in these calendars – to make booking requests you must make a request from your own calendar and select appropriate room in that meeting request to go through appropriate approval process.

Please follow this link: [Outlook-Request Meeting in a shared calendar](#) for more information on how to do this.