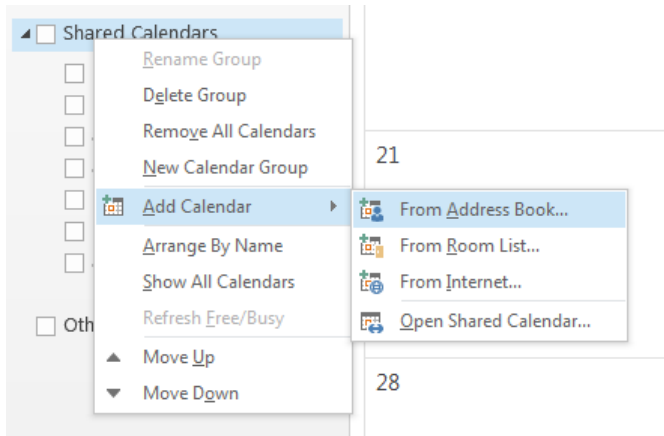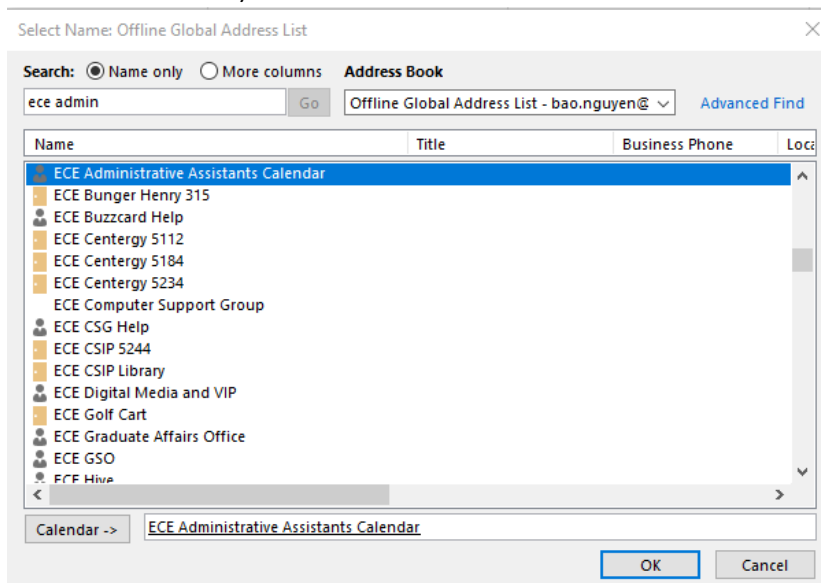# HOW TO ADD A CONFERENCE ROOM CALENDAR TO YOUR OUTLOOK 2013/2016
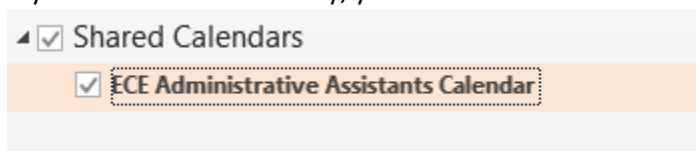
1. Click on your Calendar Tab
2. Right click on Shared Calendars → Add Calendar → From Address Book

3. Search for the calendar you want to add and type it in the search box (ECE Administrative Assistants Calendar)
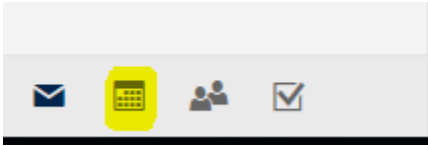

4. Double click on it to add it and click OK
5. If you have done it correctly, you will see it listed under Shared Calendar
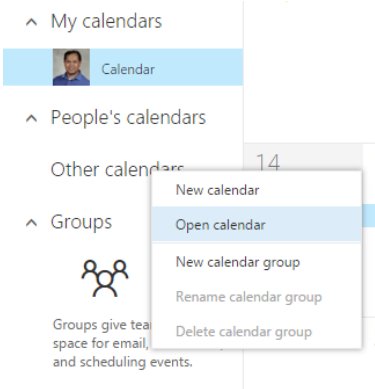
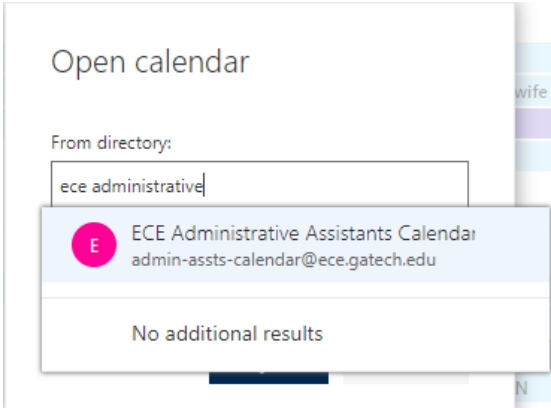# HOW TO ADD A CONFERENCE ROOM CALENDAR IN OWA (mail.gatech.edu)

1. Log into OWA (mail.gatech.edu)
2. Click on the Calendar Tab on the lower left hand corner

3. Right click on Other calendars → Open Calendar

4. Type in the name of the conference room in the From directory and click Search Directory

5. Double click on the conference room from the list and click Open
6. If you done it correctly, you will see it listed under Other calendars