

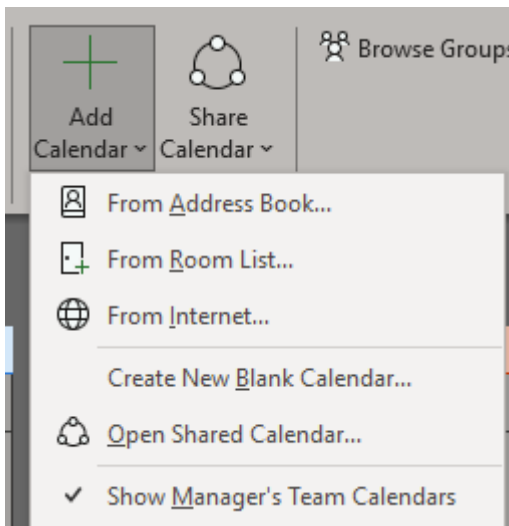
How to Open a Resource Calendar

To open a Resource Mailbox Room in Outlook for Windows, please follow the instructions below. In order to see newly added Users or Rooms.

Step 1

Image of a grey line

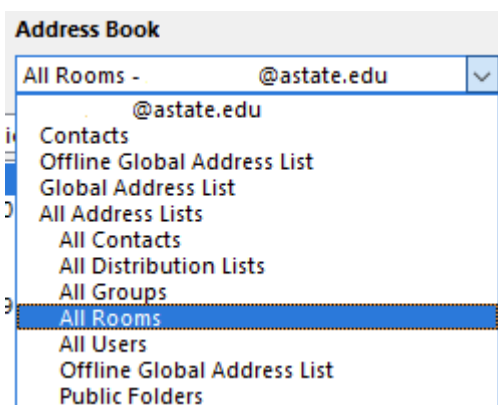
From the **Calendar** pane, select **Add Calendar > From Room List** under the **Manage Calendars** group.



Step 2

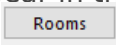
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Room: Under **Address Book**, choose **All Rooms**. (This will list all available Resource Mailbox Rooms.)



Step 3

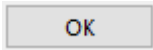
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You can then either double-click on the **Room** you want to choose and it will appear in the **Rooms** at the bottom of the screen, or you can highlight the **Room** and then select the  **Button** to add it to the Room field.

Step 4

Image of a grey line

Select



Step 5

Image of a grey line

The Resource Mailbox Room you have chosen will appear under **Rooms** in your Calendar lists.

Additional Microsoft resources

- [Quick Start Guide](#)
- [Outlook Training](#)
- [Outlook Help](#)
- [eBook: Outlook Tips & Tricks](#)
- [Download PDF: Outlook Quick Start Guide](#)

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by the IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

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