Adding a Room Calendar in Outlook 2011 for Mac

Step 1: Open Outlook
Step 2: Click Calendar
Step 3: Click Open Calendar icon on the top toolbar.
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Step 4: Click the Person Icon

![Image of Open Other User's Folder]

Step 5: Enter “@ MSE” in the Find box. Click Find. Select the room and click OK.

![Image of Select User]
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Step 6: Click OK on the next screen that comes up.

Step 7: You should see @ MSE Rhines 125 listed under Shared Calendars. Repeat process for adding other rooms.