Adding a Room Calendar in Outlook 2011 for PC

Step 1: Open Outlook
Step 2: Click Calendar
Step 3: Click Open Calendar icon on the top toolbar and click on From Room List.

Step 4: Enter “@ MSE” in the search box and the MSE Room Calendars will populate.

Step 5: Double left click the Room Calendars you want to add so they appear in the Rooms box and then click OK.
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Step 6: The Room Calendar you chose is now added to your Outlook.