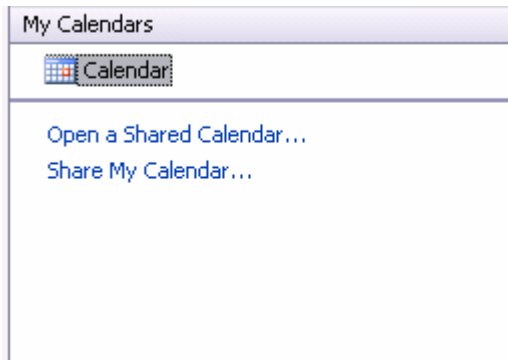


Accessing a Calendar Resource

- 1.) In Outlook click on the “Calendar” button from the left hand tool bar.



- 2.) Click on the “Open a Shared Calendar...” link that is now available in the left hand tool bar.



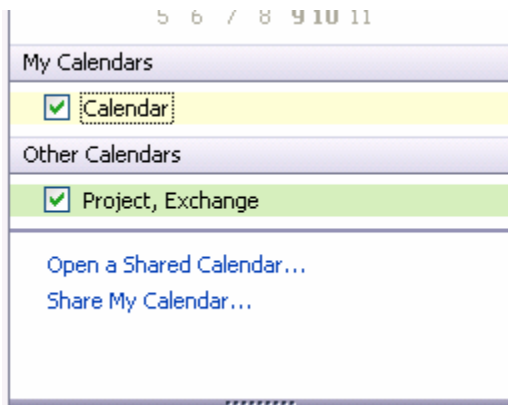
- 3.) You will be prompted for the calendar name to access. If you are unsure of the Name, click the Name button to search for the calendar. Click OK when done.

Viewing a Calendar Resource

1.) In Outlook click on the “Calendar” button from the left hand tool bar.



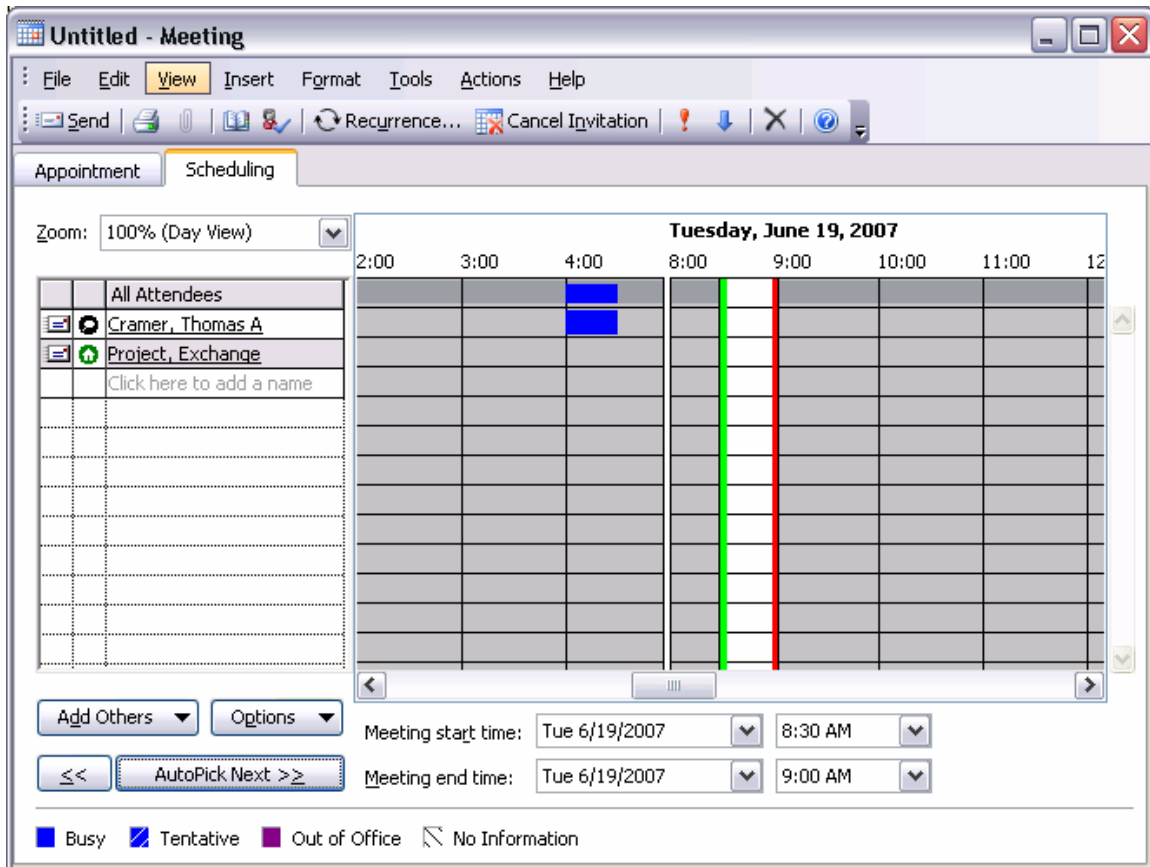
2.) You should have your calendar and your resource calendars should appear under “Other Calendars.”



3.) To view the calendars check or un-check the boxes by each associated calendar.

Scheduling with a Calendar Resource

- 1.) When creating an **Appointment** in Outlook, select the **Scheduling** tab. This is where you add other attendees.
- 2.) Add your resource as you would a regular attendee.



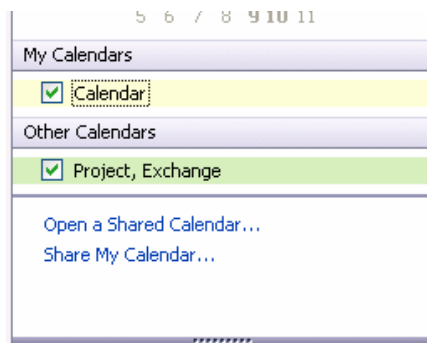
- 3.) After you add your resource, click on column between the envelope icon and the resource name (typically there will be a red circle with a white arrow pointing up). You should be given several choices and select the one for **Resource** (this is associated with the green circle with the white house).
- 4.) Continue scheduling your event as usual.

Setting Calendar Resource Permissions

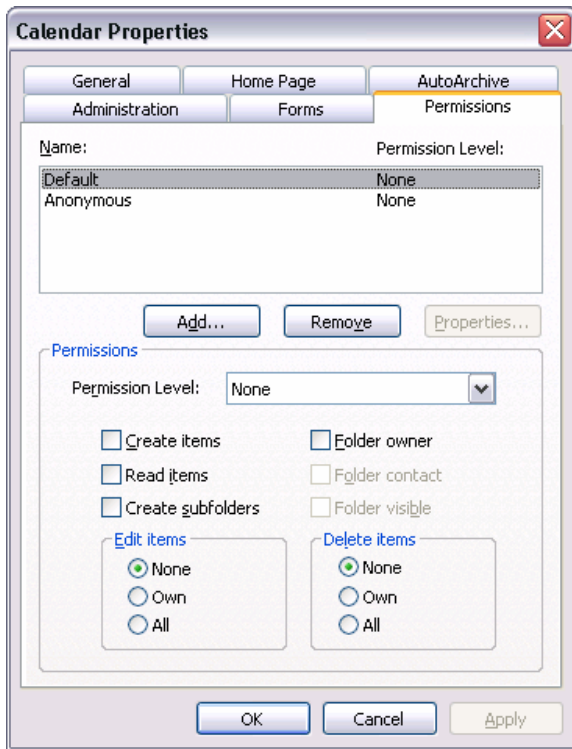
1.) In Outlook click on the “Calendar” button from the left hand tool bar.



2.) You should have your calendar and your resource calendars should appear under “Other Calendars.”



3.) Right click on the calendar resource you need to modify the permissions for and select Properties.



4.) From here you can add the appropriate access as you would with any given folder.