

Add Kinesiology Room Calendars to Outlook

1. Open Outlook.
2. Normally at the bottom of the Outlook window you will see "Mail Calendar People Tasks ...". Click Calendar to display the calendar page.
3. Make sure that the Folder Pane is visible, usually on the left. It shows monthly calendars at the top and the groups named "My Calendars", "Other Calendars" and "Shared Calendars". If it isn't visible, click the > symbol above the words "All Folders".
4. Right-click the words "Other Calendars", then move the mouse pointer to "Add Calendar" and click on "From Address Book..."
5. Type Forker in the Search box at the top of the Select Name window. A list of all of the Forker room resource calendars should appear.
6. Double-click on the desired room calendars, then click OK.
7. Calendars may be added or removed from the display by clicking the check box beside each calendar.
8. Calendars may be deleted from the "Other Calendars" list by right-clicking on the calendar name and then clicking "Delete Calendar".