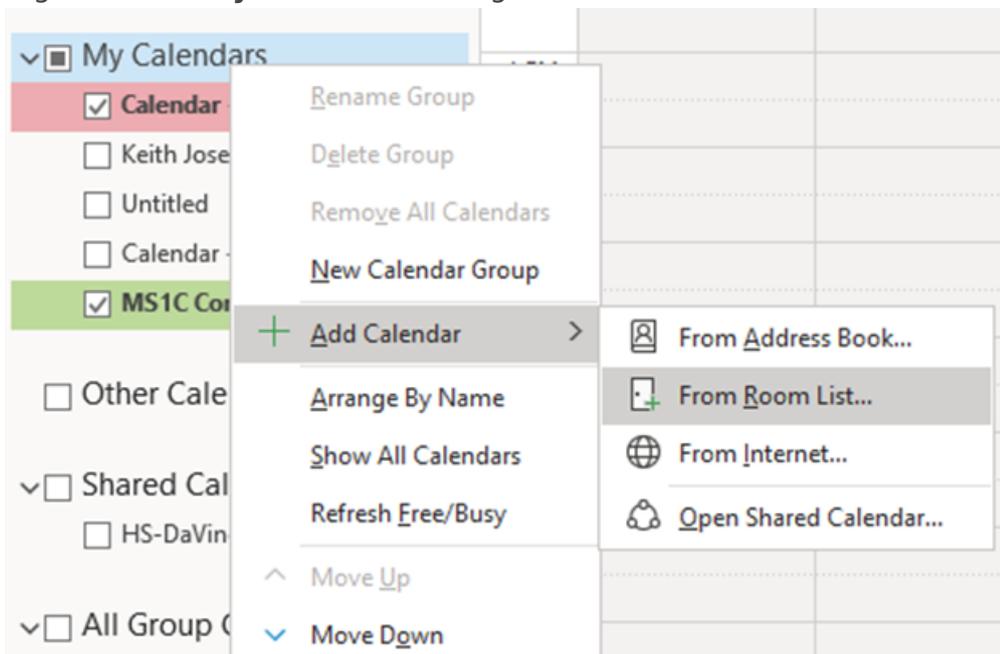
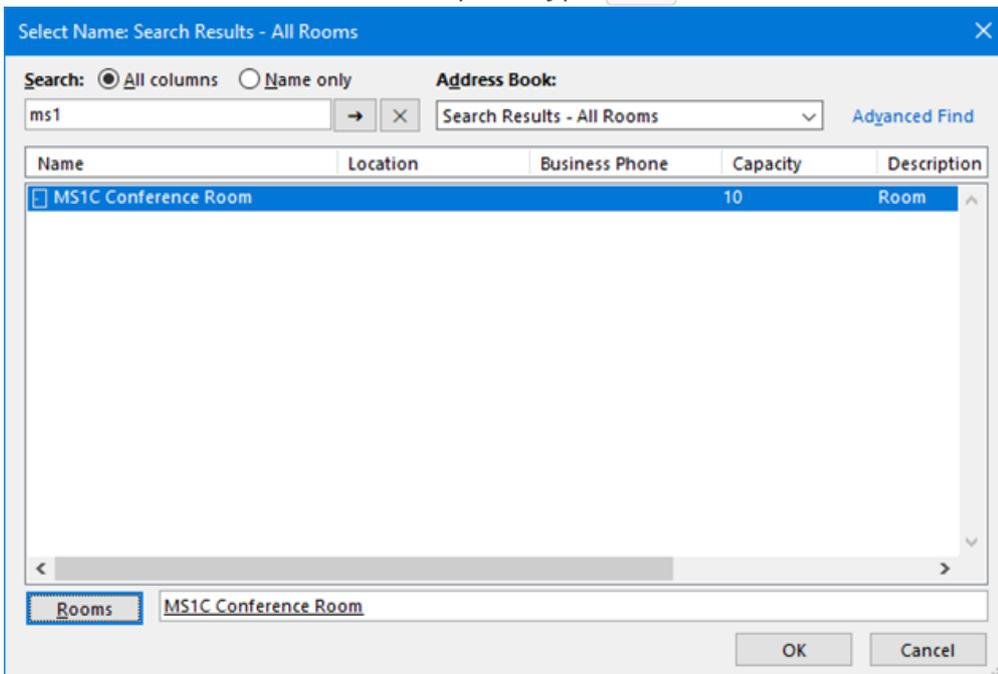


How do I add the MS1C Conference Room to my Outlook Calendar list?

1. Go to Calendar view in Outlook.
2. Right click on **My Calendars** and go to **Add Calendar -> From Room List...**



3. When the "All Rooms" window opens type **ms1** into the Search bar and press **Enter**



4. Click **MS1C Conference Room** in the search results and then click the **Rooms** button in the bottom left.

5. MS1C Conference Room will appear at the bottom. Click **OK**.

Remember: Prior to scheduling an appointment on the MS1C Conference Room Calendar, download and install the Zoom Plugin for Microsoft Outlook: [Download Center - Zoom](#)

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