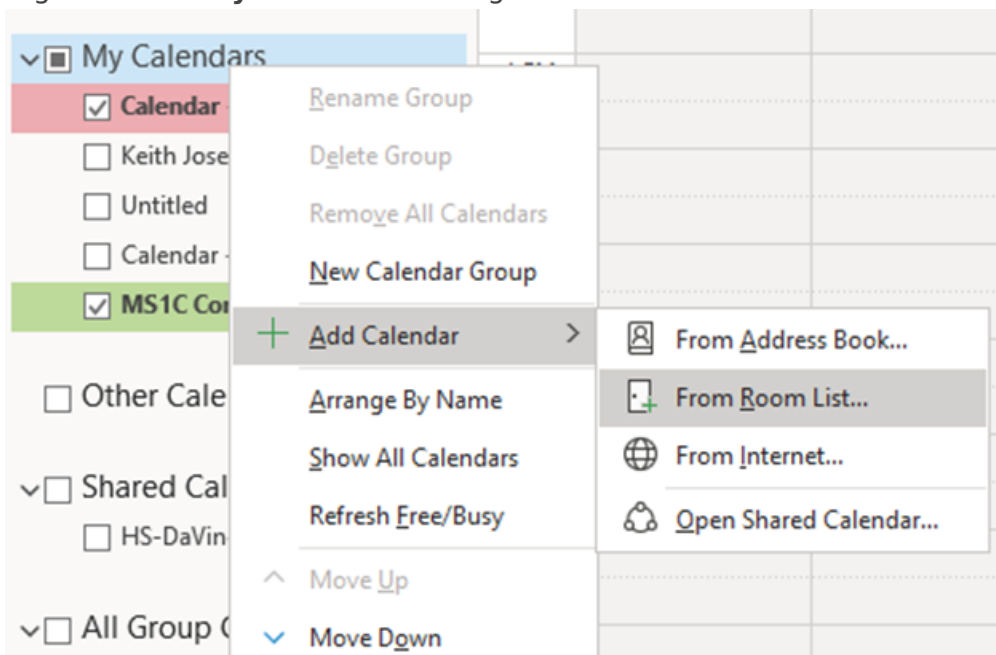


How do I add the MS1C Conference Room to my Outlook Calendar list?

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**

Select Name: Search Results - All Rooms

Search: ☒ All columns ☐ Name only Address Book: Search Results - All Rooms Advanced Find

ms1

Name	Location	Business Phone	Capacity	Description
MS1C Conference Room			10	Room

Rooms MS1C Conference Room

OK Cancel

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](#)

Revision #1

Created 30 May 2024 19:12:54 by Samuel Tseng

Updated 30 May 2024 19:16:27 by Samuel Tseng