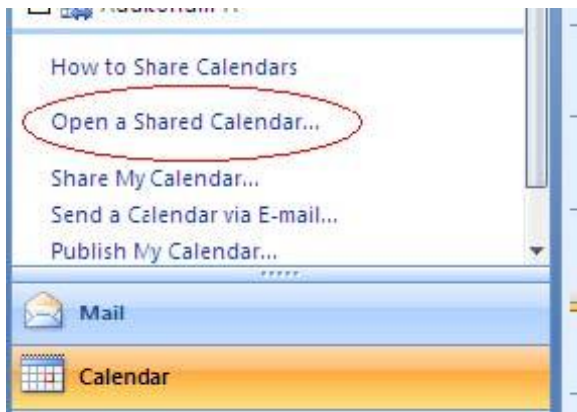


## How to select and view shared calendar?

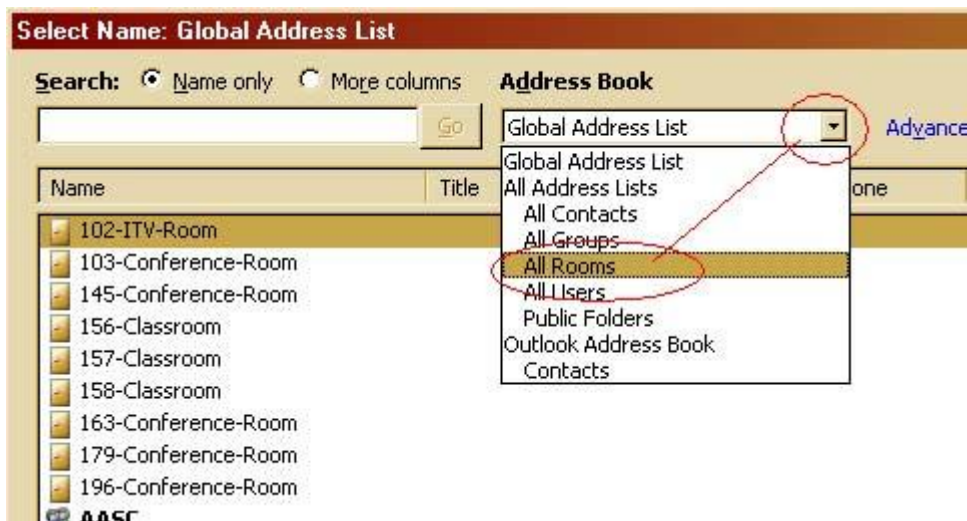
1. Select the [Calendar] section.
2. Select ... "Open a Shared Calendar..."



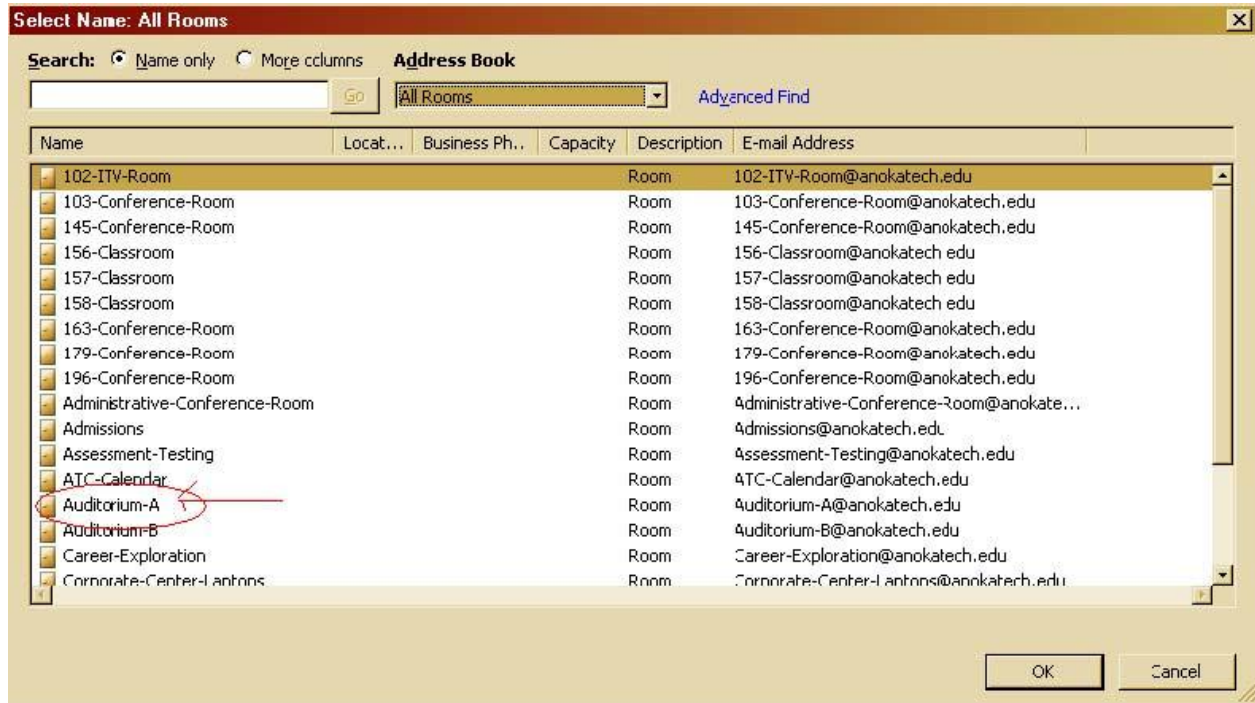
1. Click [Name...] button.



1. To find a room click the "Address Book" drop down and click to select "All Rooms".



1. Double click the name of the desired room in the list.



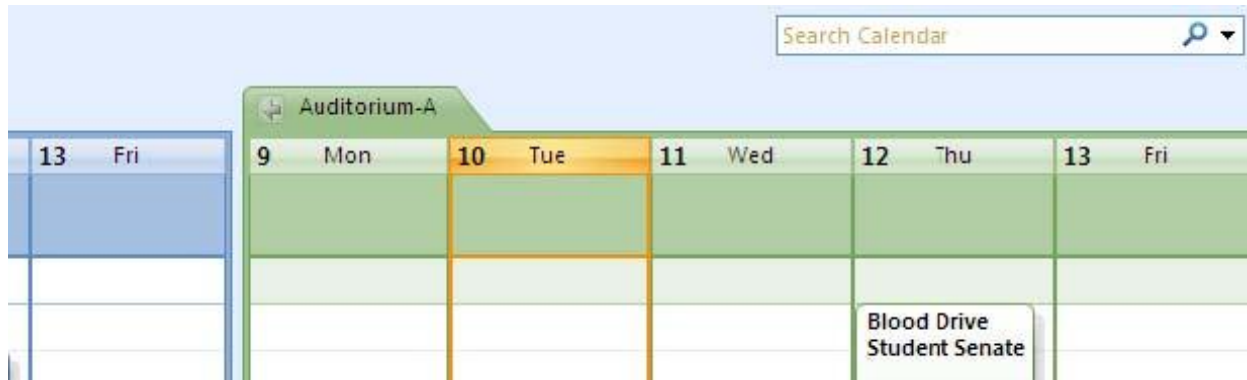
1. Click the [OK] button to add this calendar to your list of calendars to view in outlook.



The calendar will now show in your list on the left with a check mark and will be displayed to the right in your view of open calendars.



New View.



Here is a view of the Scheduling Assistant with a test meeting at 8:00 am on the 11th. Note I have access to see who/what is scheduled in room 163. It shows the blue conflict bar and that some other event is scheduled at that time. I'm also warned on the Suggested Times alert on the right that this request has "no rooms".

Alternatively testing a room I do not have access to for example 103 also shows a blue conflict bar. In either cast I am provided sufficient information to know it is not available. I can add key people to all resource rooms thus provided info on who or what event is schedule or the resource owner can add the names - but this does not solve the problem of looking at the data presented. Further, this is a manual process to add and remove names associated with a resource and I do not think the resource owners will want to invest the time when individuals should look to see if the room is busy. There is no default way to just "add-everyone" automatically to see every room resource, nor is there a way to block selecting a room.

