How to View Conference Room Calendars in the College of Education

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## How to View Conference Room Calendars in Outlook

1. Within Outlook, click to open your Calendar.

2. Right-click **My Calendars**, then click **Add Calendar**, then click **From Address Book…**.

3. A pop-up box for the Global Address List will appear. In the Search box, type the name of the room you’d like to add (e.g., Education Conference Room 152). Click the **Calendar ->** button, then click **OK**.
(Note: Do not click the Delegates mailbox. The desired calendar won’t be displayed!)

4. The desired calendar will now appear as an option under **My Calendars**. You can view scheduled appointments, and you can click the checkbox to toggle the calendar on and off.


## How to View Conference Room Calendars in Outlook Web Access

1. Open a web browser, and navigate to [mail.ttu.edu](https://mail.ttu.edu).
2. Log into your account, then click the **Calendar** link.

3. Right-click **My Calendars**, then click **Add Calendar…**.

4. Under **Calendar from your organization**, click **Name…**.
5. In the Search box, type the name of the room you’d like to add (e.g., Education Conference Room 152). Click the **Select ->** button, then click **OK**.
(Note: Do not click the Delegates mailbox. The desired calendar won’t be displayed!)

6. The desired calendar will now appear as an option under **People’s Calendars**. You can view scheduled appointments, and you can click the checkbox to toggle the calendar on and off.


## How to View Conference Room Calendars in Outlook 2011 for Mac

1. Within Outlook, click to open your Calendar.

2. Under the Home tab of the ribbon, click **Open Calendar**.

3. Click the search button next to the **User** field.

4. In the Search box, type the name of the room you’d like to add (e.g., Education Conference Room 152). Click the **Find** button, then click the name of the conference room, then click **OK**.
(Note: Do not click the Delegates mailbox. The desired calendar won’t be displayed!)

5. Click **OK**.

6. The desired calendar will now appear as an option under **Shared Calendars**. You can view scheduled appointments, and you can click the checkbox to toggle the calendar on and off.
