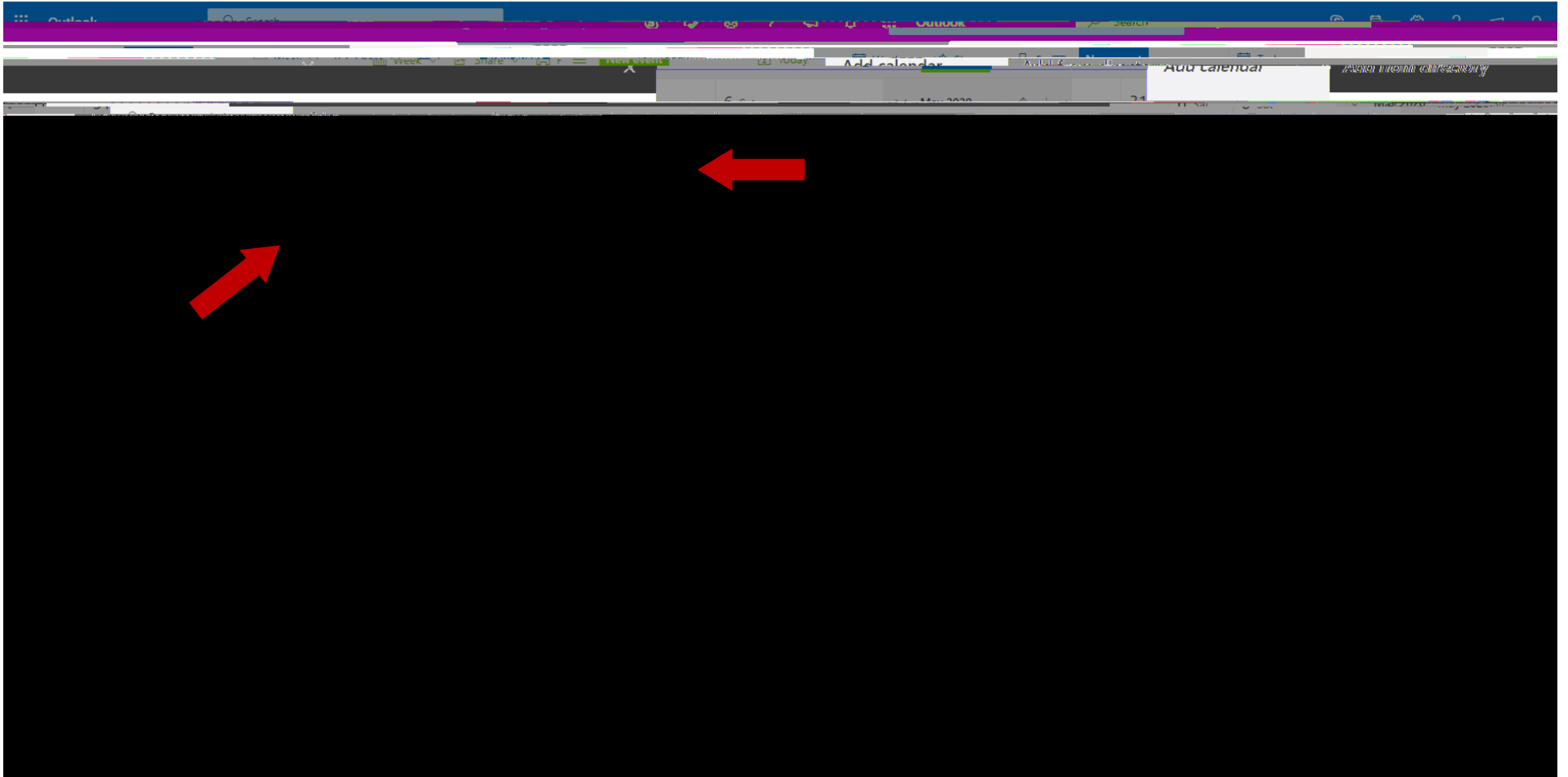


1. Click on Add Calendar.

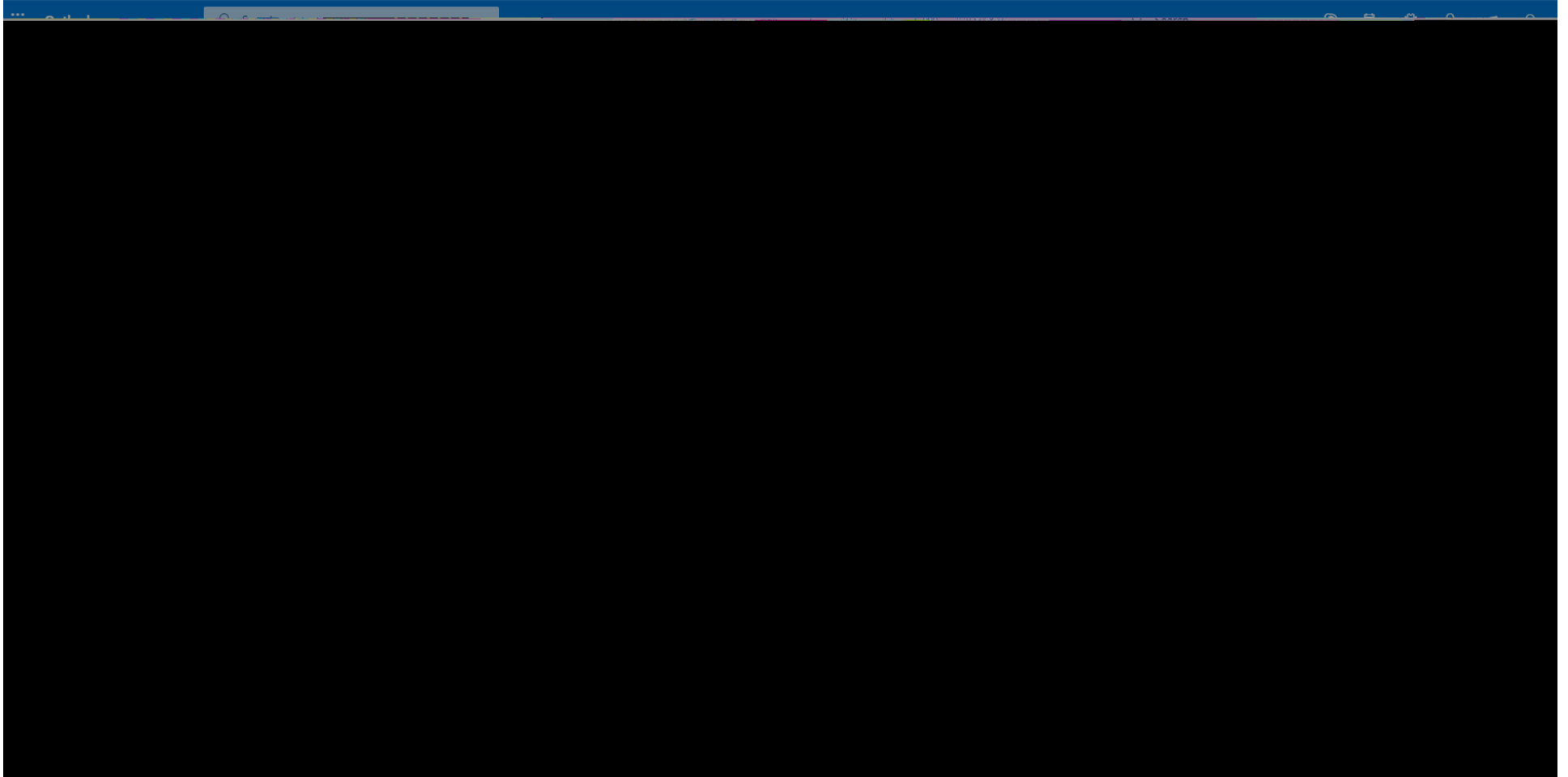


2. Click on **Add from directory**.

Type the location name exactly as it appears in the list of CMARC locations and select.



3. From the drop-down list, select your preferred Calendar Group. (If you have previously added Room Calendars in Outlook Desktop, a **Rooms** Calendar Group will be available. Click **Add**.



4. The calendar is now available in the menu.

