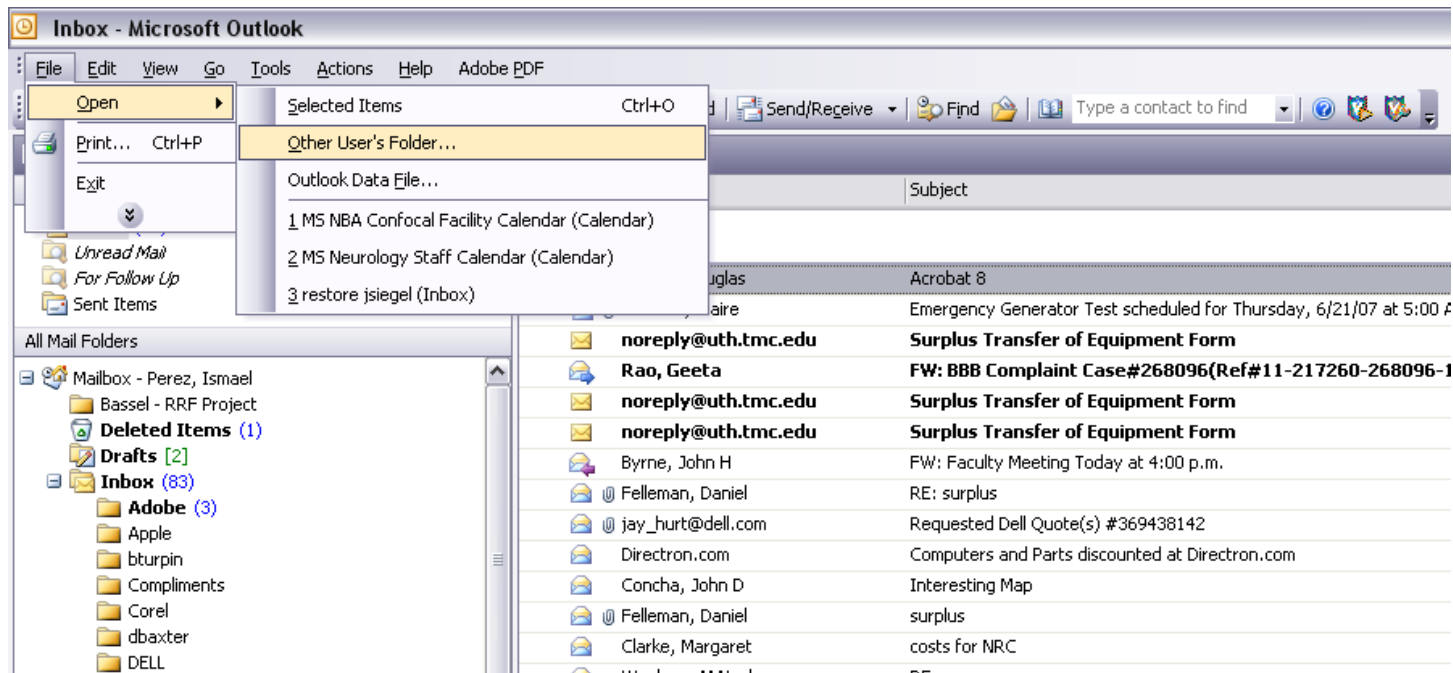


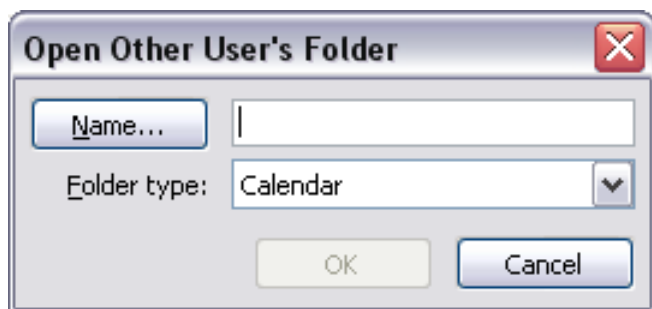
How to View Calendar Resources in Outlook



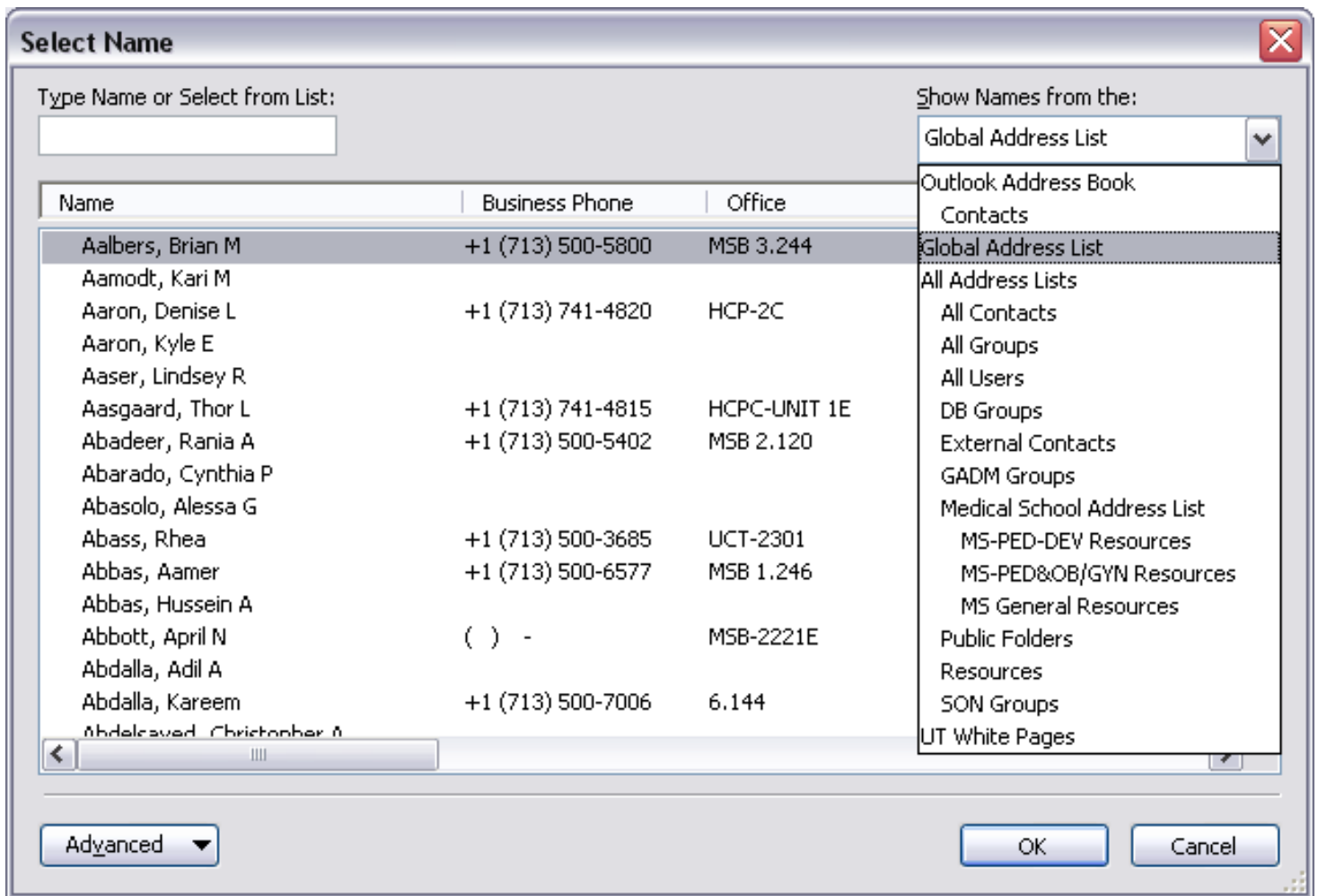
1. Select **File** then **Open**.
2. Click **Other User's Folder**.

A window will pop up asking for the name of the user whose folder you wish to open.

3. Under **Folder type**: verify that **Calendar** is selected.
4. Click **Name**.

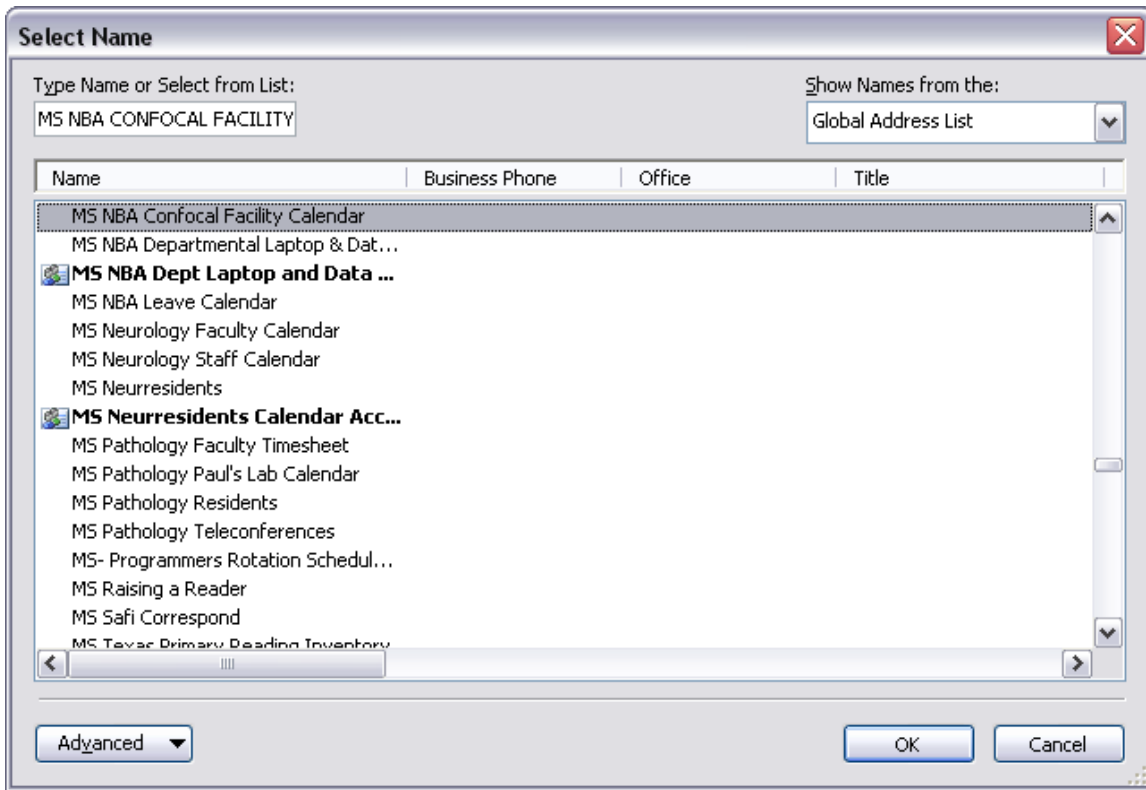


The **Select Name** window will allow you to search for the user or resource you wish to view.

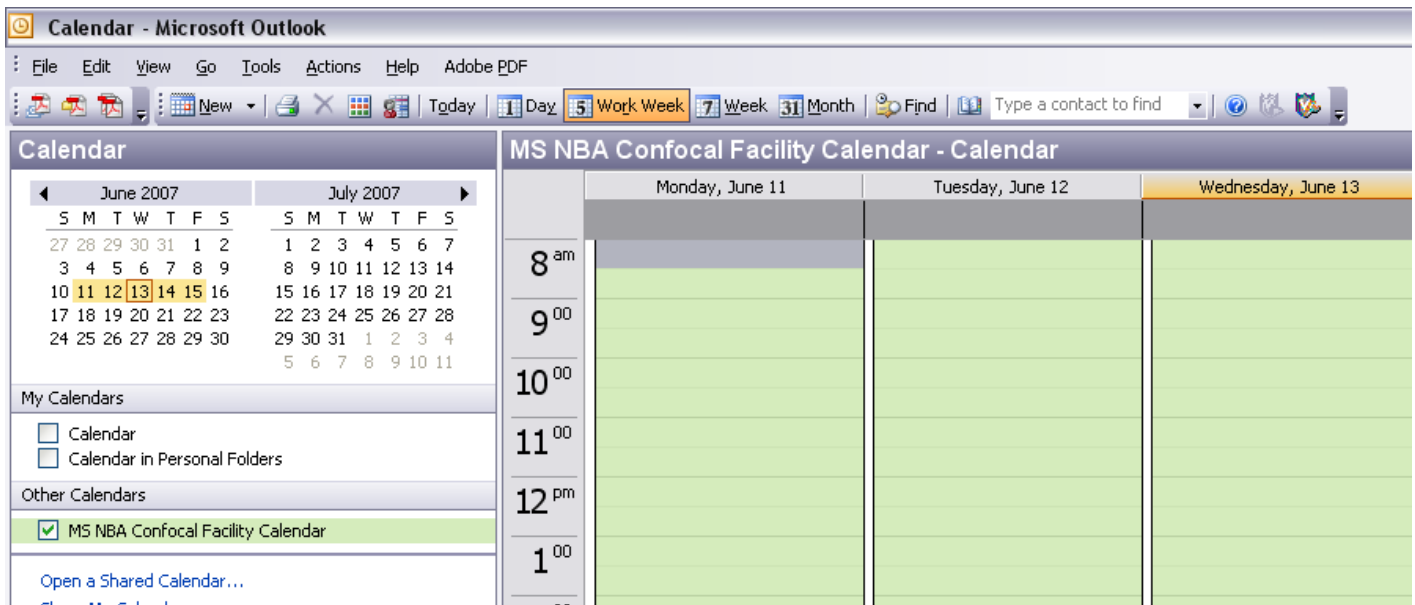


5. Select the *Global Address List* from the drop-down menu labeled *Show Names from the:*.
6. Under the *Type Name or Select from List*, type the following: **MS NBA Confocal Facility Calendar**.

7. Select the resource and click **OK**.



A new window will open with the resource calendar, you can choose to view the calendar anyway you wish using the buttons located along the top of the windows.



To open this calendar at any time, select it from the list under **Other Calendars**. (Note: once a calendar is added it will always be listed unless removed.)