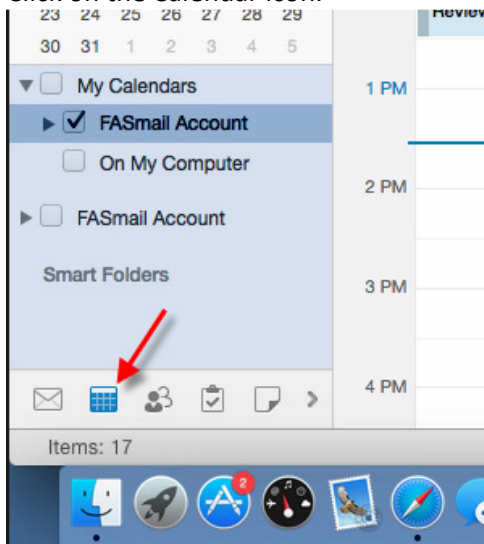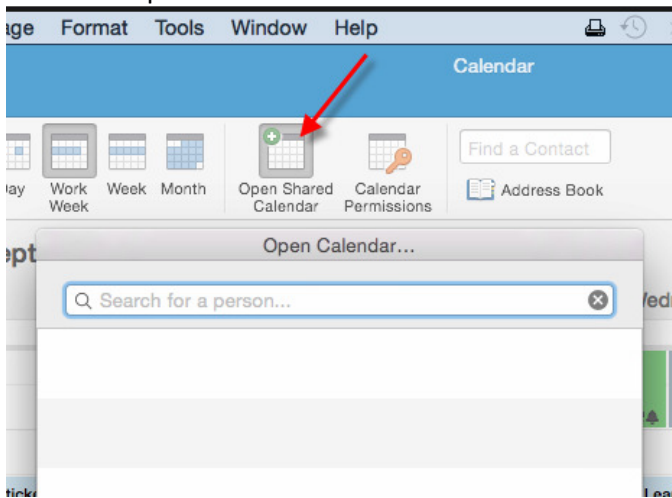# How to make a booking on a shared calendar when using the Mac version of Outlook

Step 1   Start Outlook.
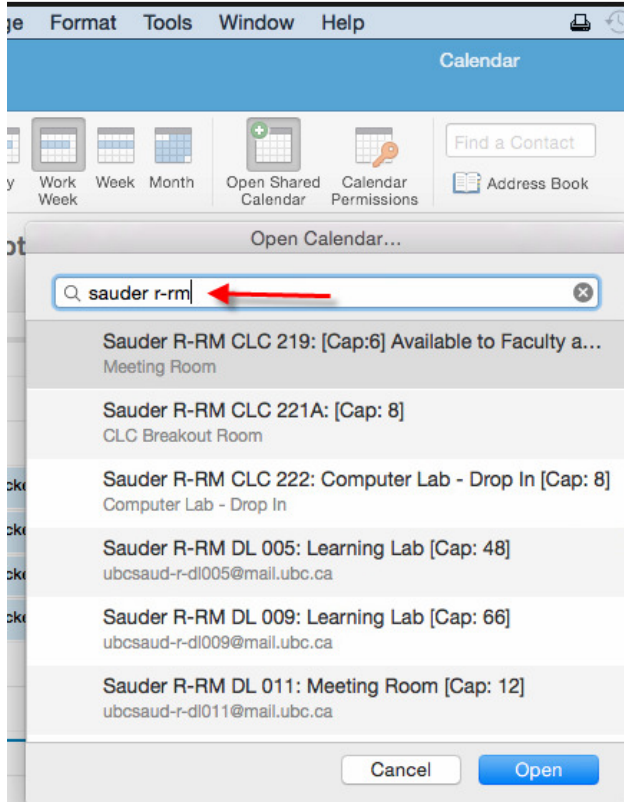
Step 2   Click on the Calendar icon.

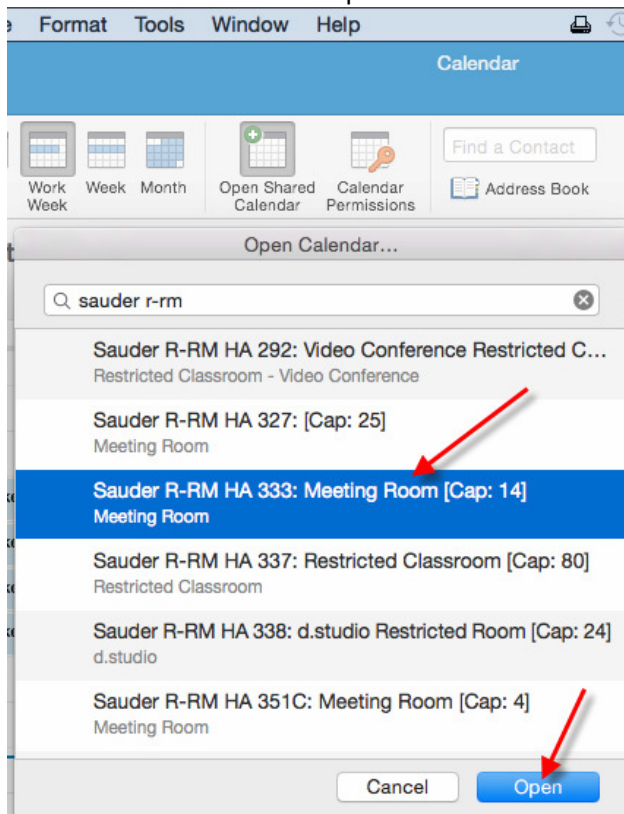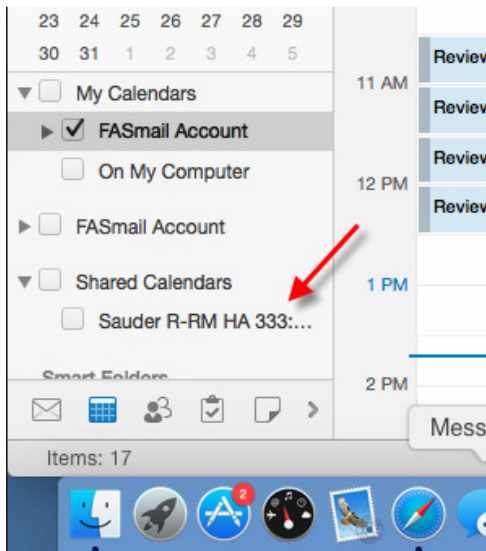Step 3   Click the "Open Shared Calendar" icon.

Step 4 Type "sauder r-rm" in the search field. Do not include the quotes.

Step 5 Scroll down the list to find the room you would like to reserve.
Select the room and click "Open".

Step 6 Verify that the room you just selected appears as a Shared Calendar. You may need to wait up to one minute before the calendar is listed.

Step 7 Select the shared calendar to view the current bookings. At this point, you will be able to make a booking by clicking on a particular date and time then entering the relevant information in the room calendar.