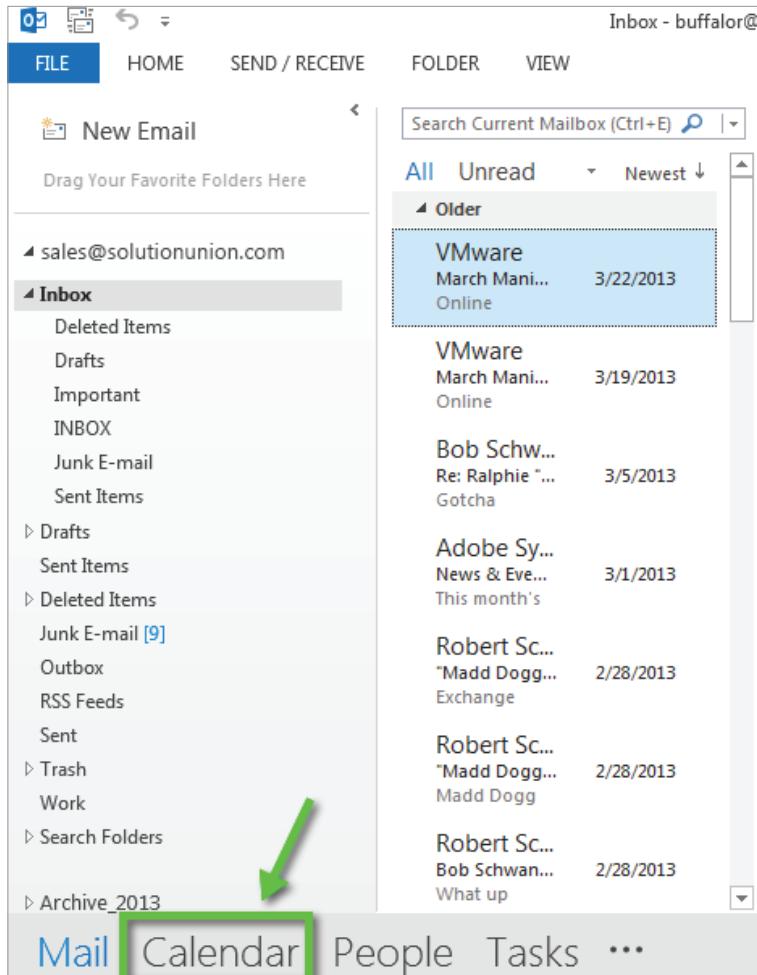


HOSTED EXCHANGE

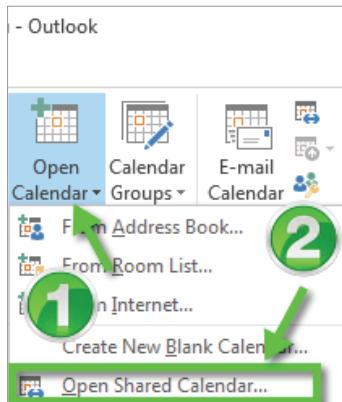
**OPEN A RESOURCE
CALENDAR IN
OUTLOOK 2013**

OPEN A RESOURCE CALENDAR IN OUTLOOK 2013

1. Open Outlook. Click the **Calendar** button on the navigation pane.

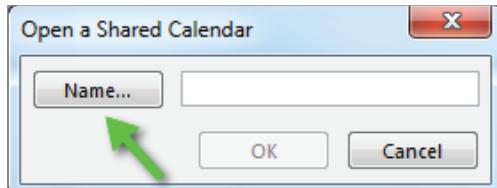


2. Click the **Open Calendar** drop down menu. Select **Open Shared Calendar...**

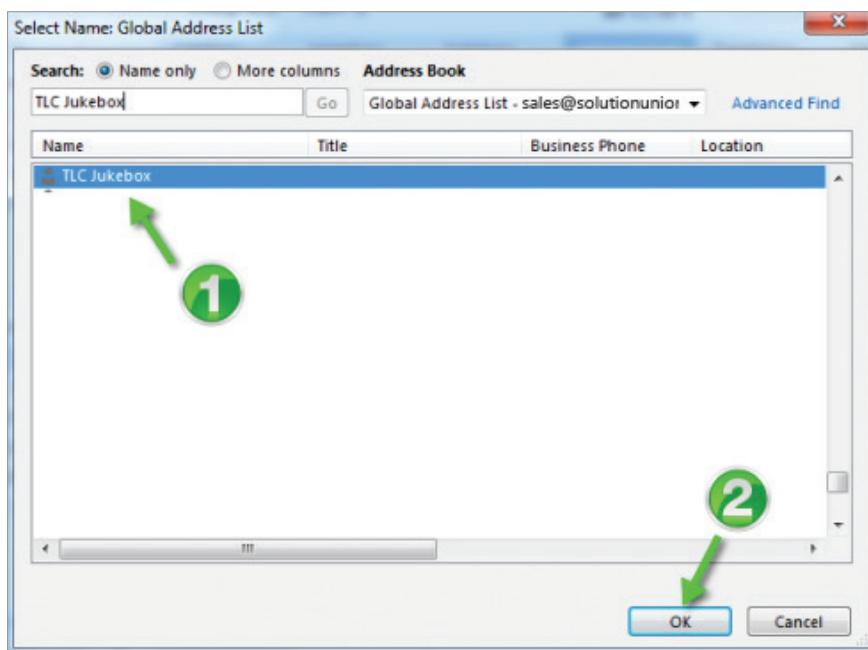


OPEN A RESOURCE CALENDAR IN OUTLOOK 2013

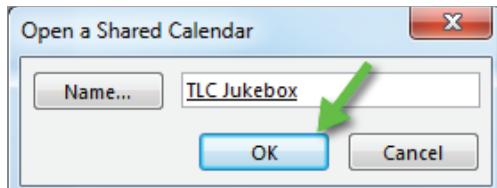
3. Click the **Name...** button



4. Select the name of the resource whose calendar you would like to view from the list. Click OK. (A Resource Room Calendar has a door icon and most resources are prefixed with their building or department codes).

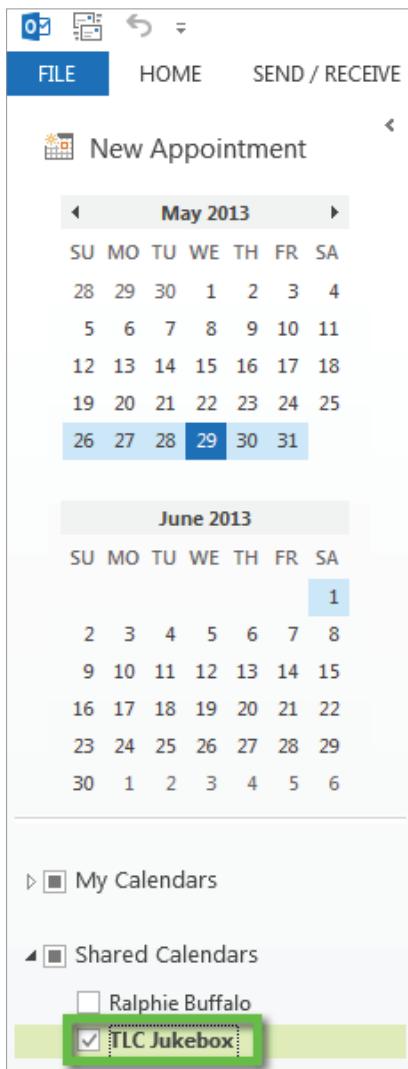


5. Click **OK**.



OPEN A RESOURCE CALENDAR IN OUTLOOK 2013

6. The shared calendar will appear on the right side of your screen. You can click the name of the calendar, and view its content.



TIP: The name of the shared calendar will also appear on the left-hand side of the screen with a checkbox beside it. Uncheck this box to close the shared calendar. You can recheck this box later to view the shared calendar again. You can also check multiple calendars to view them all at the same time (Ex. You want to view a day in your calendar, the resource calendar, and other exchange users).