**Viewing the Availability of OA Training Rooms in Microsoft Outlook

Instructions**

1. In Outlook, choose Open from the File menu, then choose Other User's Folder.
2. Click on the Name button.
3. Confirm that the Global Address List is displayed.


4. In the Type Name text box type: "OA, Conf" and then scroll to the preferred conference room; 407A, 407B, or 407D.
5. If you are trying to book a computer training room, in the Type Name text box type: “OA, FP” and then scroll to the preferred conference room; Training Rm 1, 2, or 3.
6. Select the desired room and click OK.
7. In the Folder text box select Calendar and click OK.


8. Repeat for other rooms.
9. Resize windows to view calendars simultaneously.