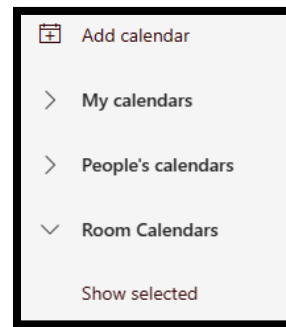
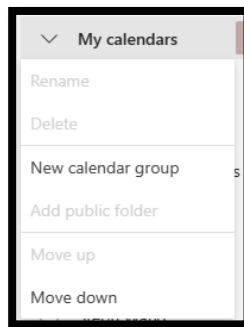


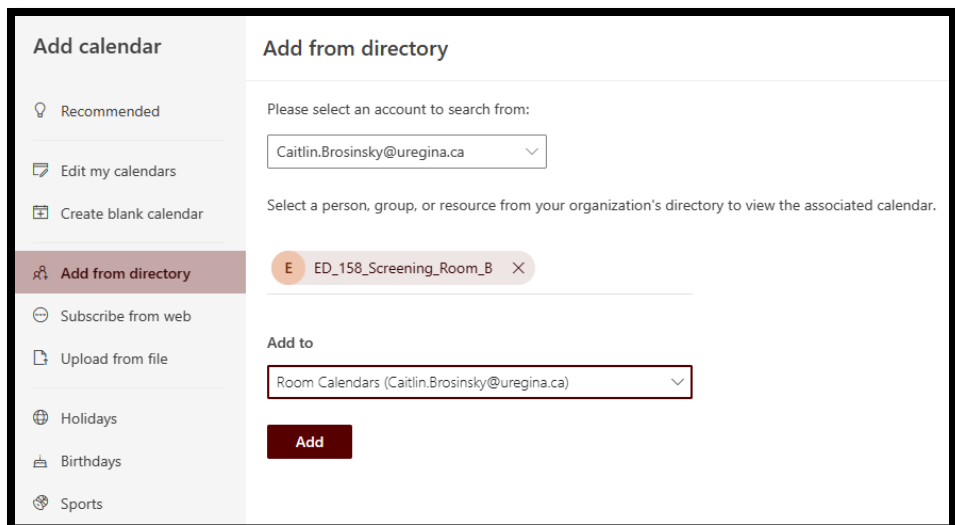
How to Add a Room Calendar Group:

1. Right Click on **My Calendars**
2. Select **New calendar group**
3. Title your group
4. Click Enter

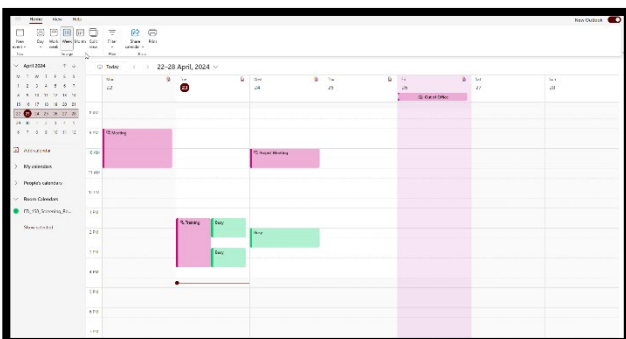


How to add a Room Calendar:

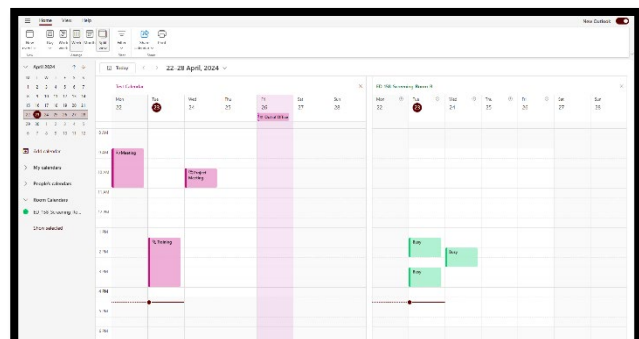
1. Click **Add calendar**
2. Select **Add from directory**
3. Click the drop-down menu
4. Select your account
5. Search for the room
6. Select the room
7. Choose where to Add to
 - a. You can choose to add it to the group you created above if you created a group
8. Click Add



Different ways to view your Room Calendar:



To view the Room Calendar mixed with your calendar, select the Room calendar, and unselect **Split view** from the top navigation bar under **Home** if selected.



To view **Split view**, select the Room calendar, then select **Split view** from the top navigation bar under **Home**.