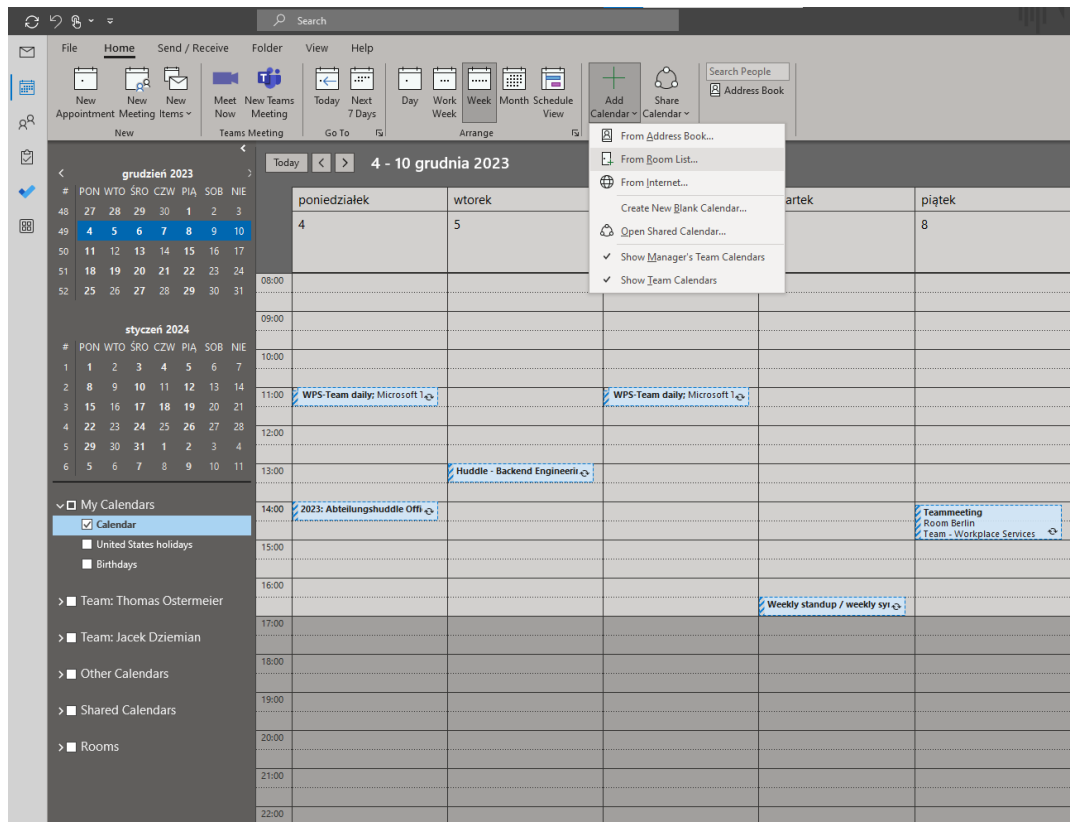
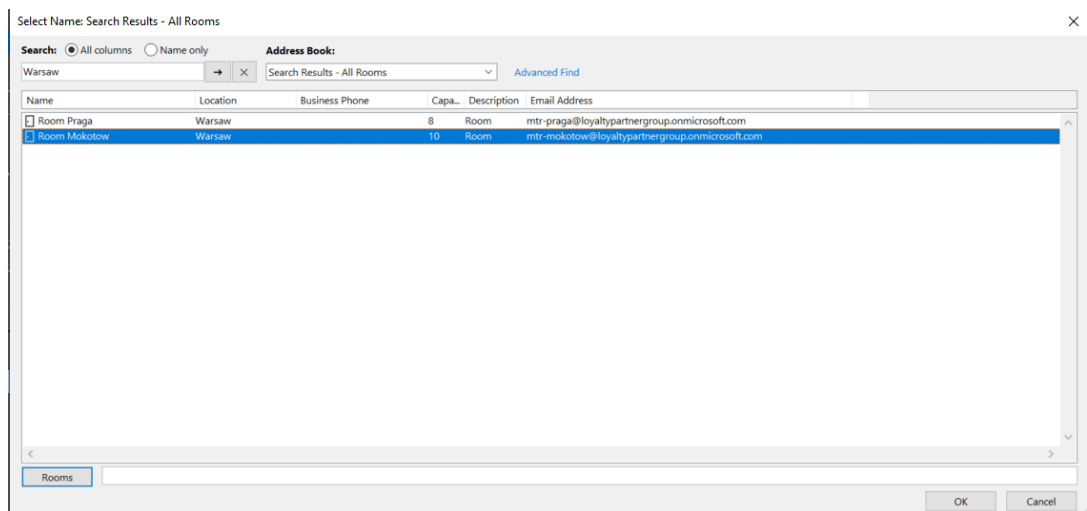


How to add meeting room calendars

1. Launch the calendars tab in Outlook. Expand the "Add Calendar" option and select "From Room List...".



2. A list of available rooms will open. You can filter it by typing "Warsaw" in the search engine. Then all the rooms from the Warsaw office should show up. Double-click on the room whose calendar you want to open, and then "OK".



3. The calendar will open and will be added to the "**Rooms**" tab for easy closing and opening of the calendar in the future.

