Opening Shared and Room Calendars in Outlook Desktop 2010

**Search All Calendars**

1. Go to your calendar view in Outlook Desktop 2010
2. Click the “Open Calendar” dropdown button
3. Select “From Address Book…”
4. Search for the name of the person or room you wish to open in the search bar
5. Double click the calendar you want in the list below

   For best results when searching for people, use the format *Firstname Lastname* If you are unable to find someone, they may need to update their contact information in the UW Directory.

6. Click “OK”
   *The calendar will now be viewable on your calendar list on the left*

   You may need to contact the calendar owner if you do not have the permissions you need.
Opening Shared and Room Calendars in Outlook Desktop 2010 (Cont.)

Search Room Calendars Only

There is an option in Outlook Desktop to search for rooms only, this can make it easier to find a room you are looking for.

1. Go to your calendar view in Outlook Desktop 2010
2. Click the “Open Calendar” dropdown button
3. Select “From Room List…”
4. Search for the name of the room you wish to open in the search bar
5. Double click the name of the room you want in the list below
   The calendar will now be viewable on your calendar list under “Rooms”