1. Go to the Calendar portion of your Outlook.

2. Click on “Open a Shared Calendar” on the left side of the screen.

3. Type “Kinkead Hall Conference Room” into the pop up box. Then click OK.
4. A pop up window will tell you that you do not have permission to view the calendar and ask if you would like to request permission. Click on YES.

5. An email will route to me and I will allow you to have permission to view the conference room calendar.

6. You will receive an email saying your access has been granted. To view the calendar, you can click on “Open this Calendar” on the top left of the email OR

7. Click on “Open a Shared Calendar” again.

8. Type in “Kinkead Hall Conference Room” again.

9. The calendar will open up beside your personal calendar and be placed under the “My Calendars” heading your Outlook.