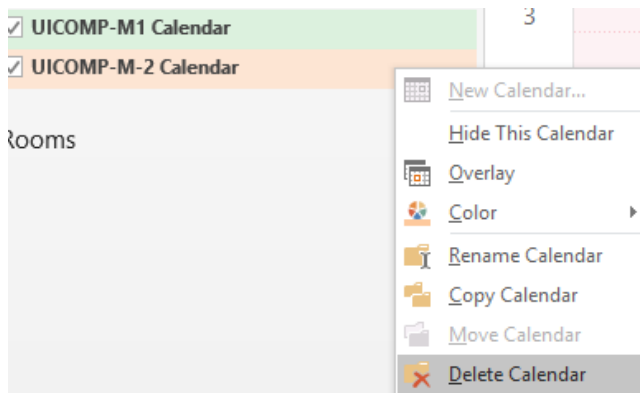


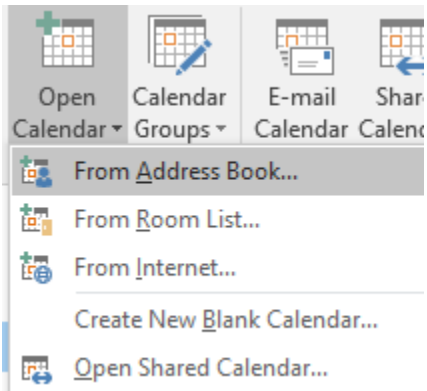


RE-ADD AN OUTLOOK CALENDAR

1. Right Click on the calendar you want to re-add.
2. Click Delete Calendar



3. Click Open Calendar at the top of the window
4. Select From Address Book.../Room List.../From Internet...



5. Type in the calendar you wish to add. (all UICOMP rooms and calendars begin with "UICOMP")



6. Double click the calendar to add it to the list. You can add multiple calendars in this window.
7. Click Ok.

