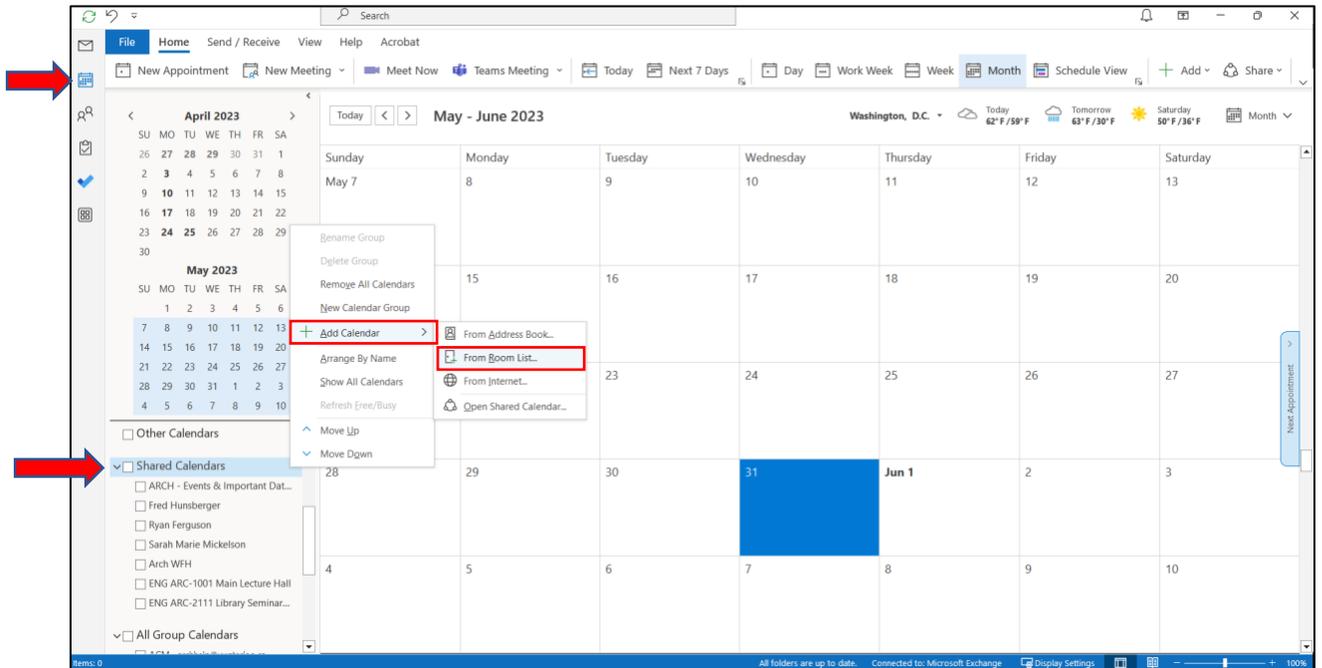
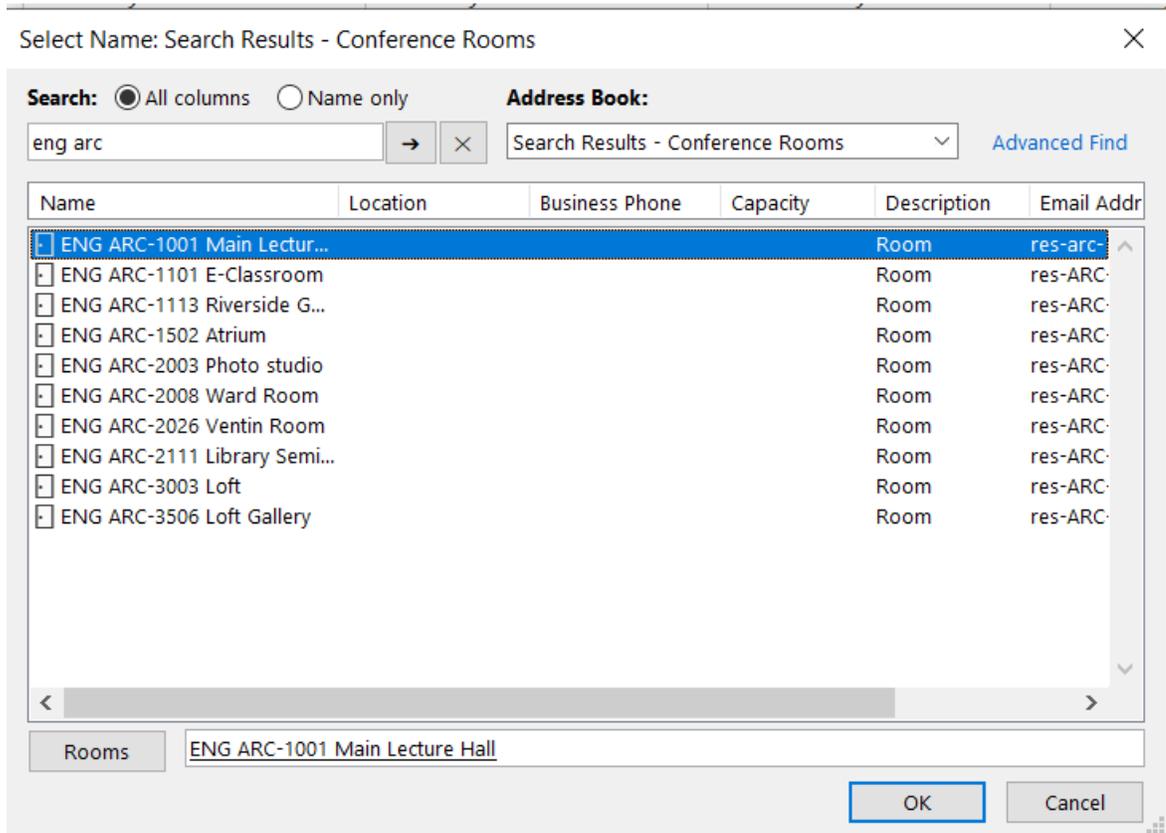


Check rooms availability by adding rooms to your calendar:

- 1) Click calendar, right click on shared calendar, select “add calendar” option then “From Room list” option.



- 2) Upon clicking on “From room list” option, a list of rooms will open, type “eng arc” to view architecture location rooms, Select the room of your choice, and hit okay.



3) Upon selecting a room, you can see the availability of the rooms.

