This will teach you how to view appointments and events of rooms in Odegard, Ryan, the airport etc. in both Office 2007 and Office 2010

Office 2010

1. Go to your calendar
2. In the ribbon on the top, click Open Calendar->Open Shared Calendar...

3. In the new window, click Name

4. Search or scroll to the room you are looking for

5. Click OK

6. The room you have selected should now appear next to your calendar
Office 2007

1. Go to your calendar
2. On the left hand side, click Open a Shared Calendar...

3. In the new window, click Name

4. Search or scroll to the room you are looking for

5. Click OK

6. The room you have selected should now appear next to your calendar