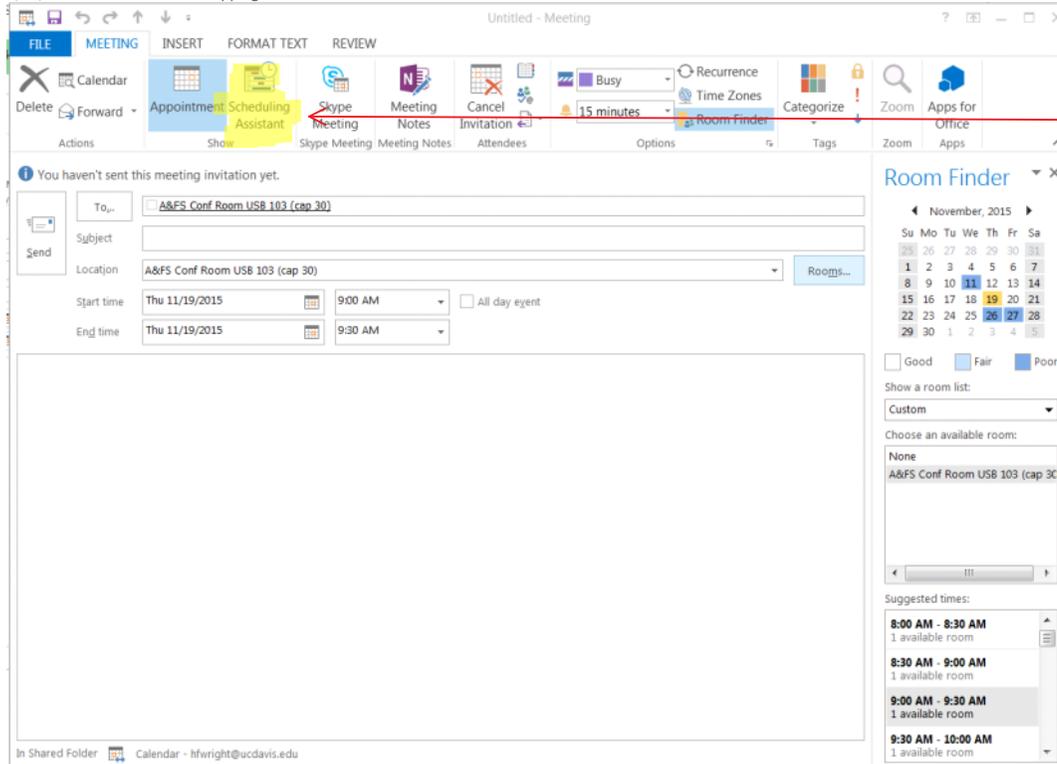


Click on Rooms

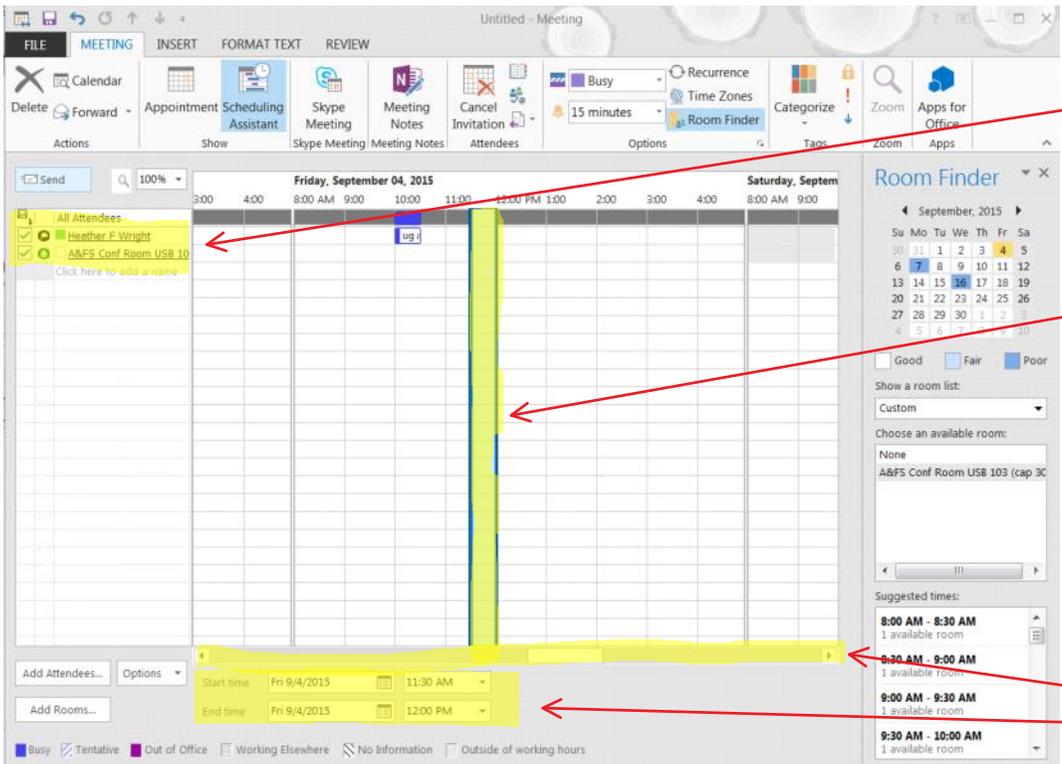
This box pops open. Find & double-click your preferred Resource.

By double-clicking, this field will be populated with your Resource. Then click OK.

8/20/2015 4:40 PM - Screen Clipping



Click on Scheduling Assistant



The "invitees" are the calendars you're comparing.

This is a visual of availability.

Use these fields to change dates/times, or the left/right scroll to move around the calendar.