HOW TO ADD ROOM 152 (WPO conference room) TO YOUR CALENDAR LIST

Follow this path – it’s a little tricky!

Click on Folder List to display Public Folders >

Click on Public Folders

Click on All Public Folders

Click on Medical Center

Click on Hospital Admin

 Click on VUMC Learning

Click on WPO 3401 Conference Room

You follow similar steps to add other rooms to your Calendar list and just select the appropriate calendar.