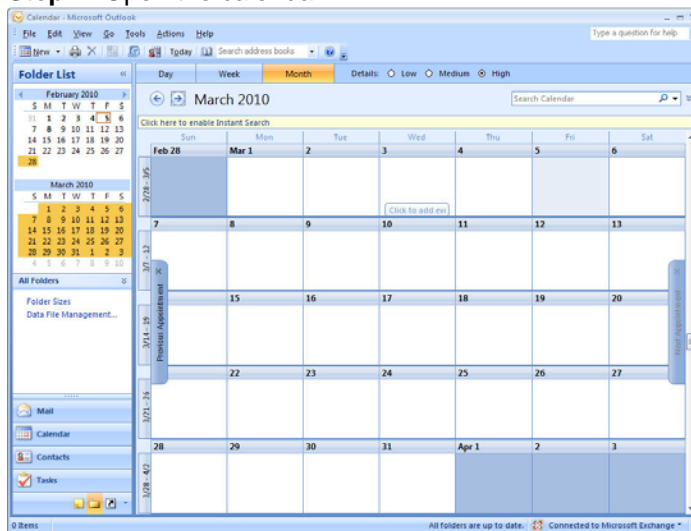


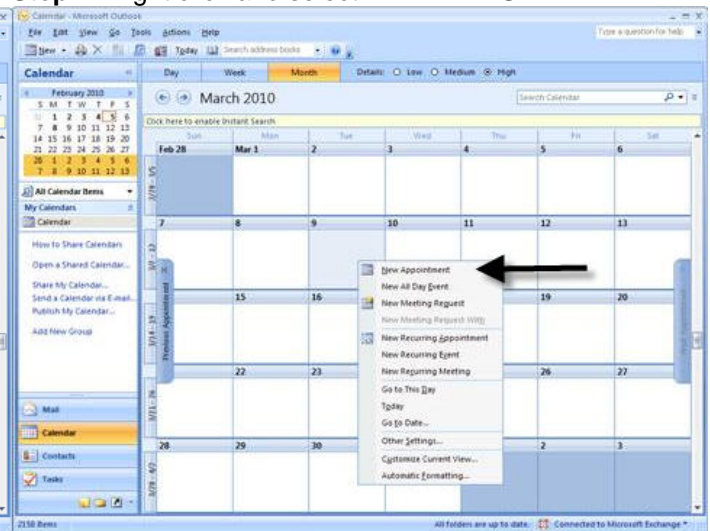


NCDTech: FAQ Scheduling a meeting with a resource - Outlook 2007

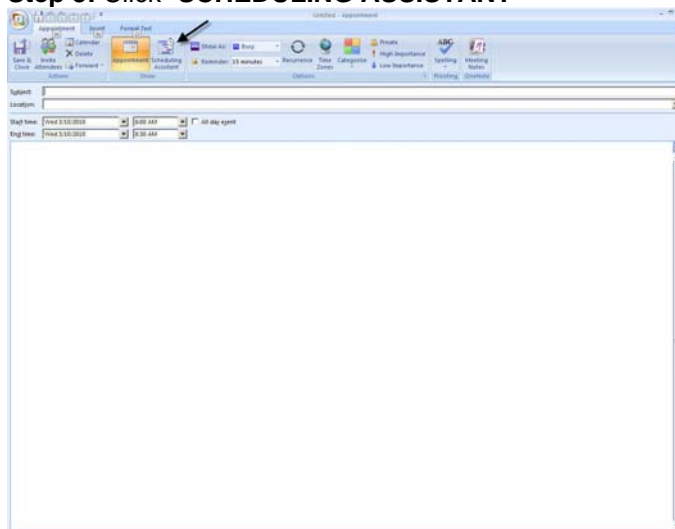
Step 1: Open the calendar



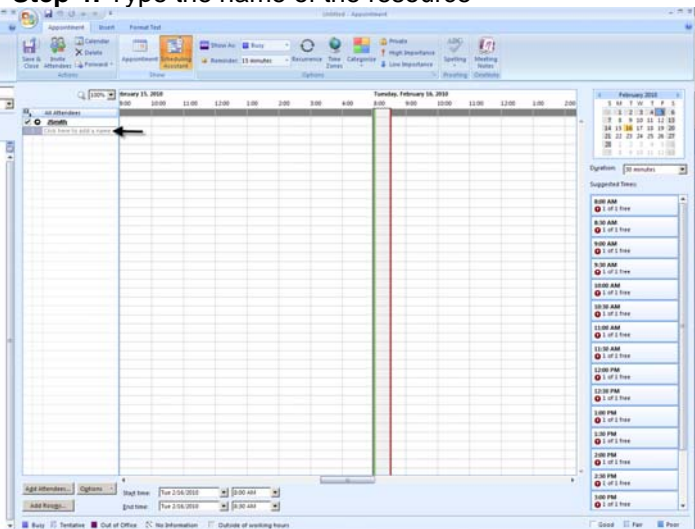
Step 2: Right click and select "NEW APPOINTMENT"



Step 3: Click "SCHEDULING ASSISTANT"

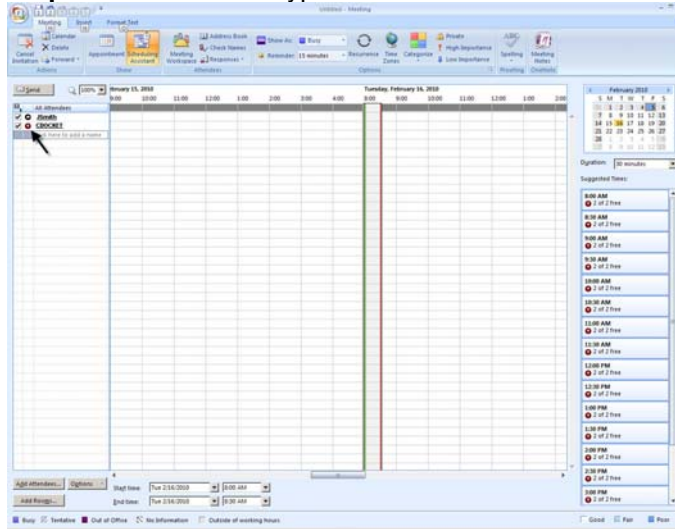


Step 4: Type the name of the resource





Step 5: Click resource type icon



Step 6: change type to "RESOURCE"

