How to Add a SPACES Room to Your Outlook Calendar
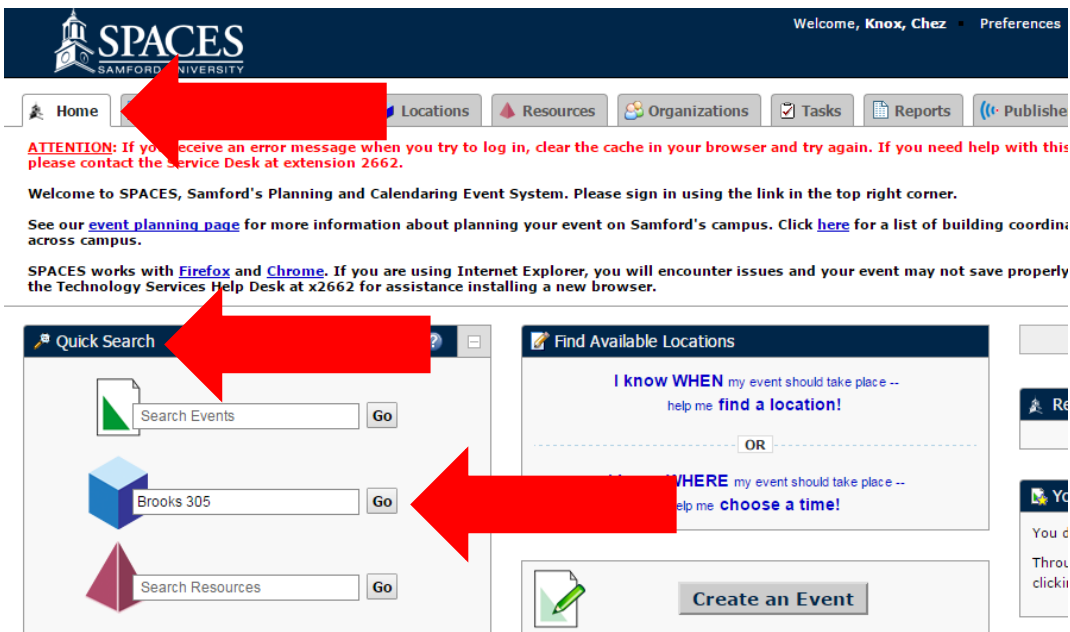
- Open Chrome or Firefox
- Go to http://spaces.samford.edu
- Click the "Sign In" link in the top right hand corner
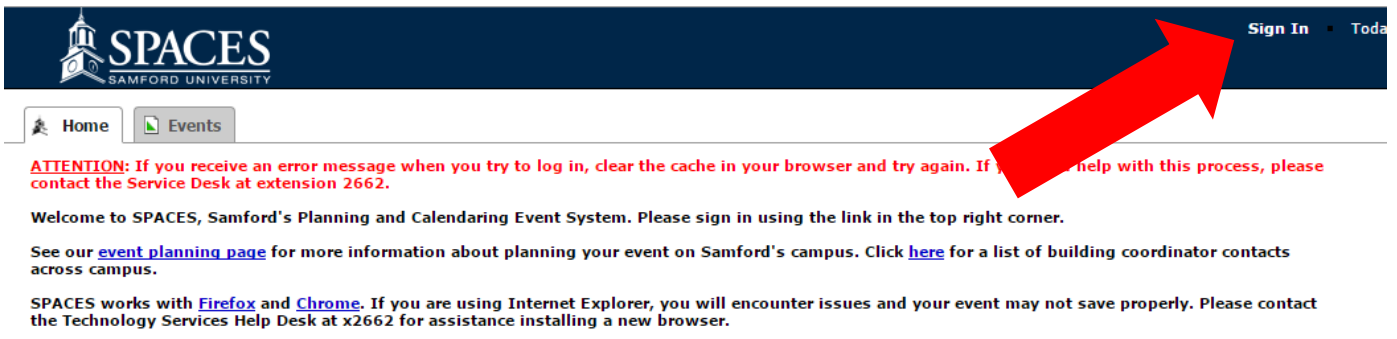
- Sign in using your Samford ID and password

- Once you're sign in, look for the "Quick Search" box on the Home tab
- Click in the box that says "Search Locations"
- Type the name and number of the room you want to add to Outlook
- Click "Go"

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- Click on the room name in the search results
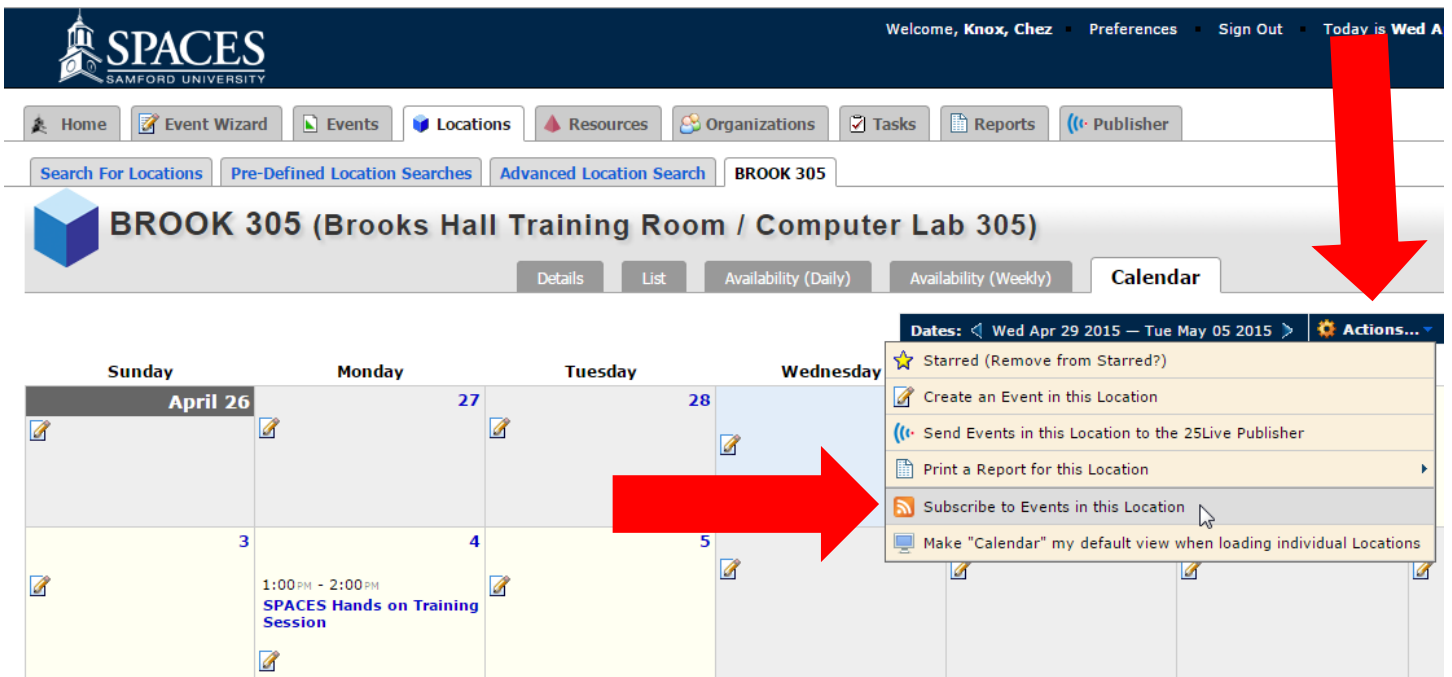
- Click the "Actions" menu
- Choose "Subscribe to Events in this Location"

- The box below will pop up
- Click the green iCal button

- The box below may pop up
- Click "Launch Application"
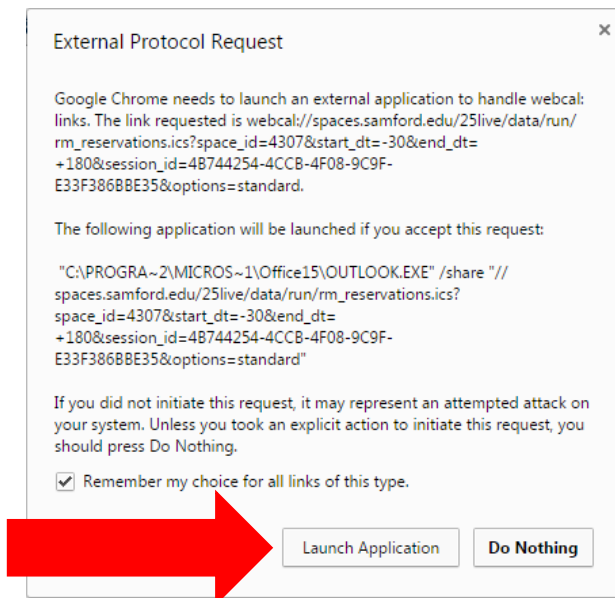
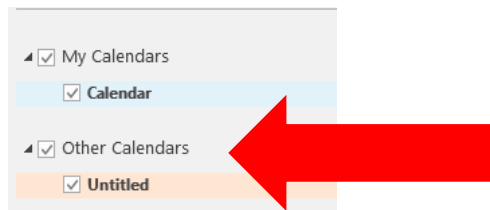- The box below will pop up
- Click "Yes"
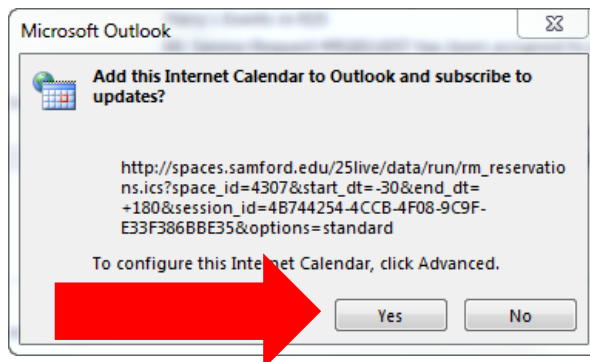
- You should now have a calendar called "Untitled" in Outlook

- Right mouse click on "Untitled" and choose "Rename Calendar"
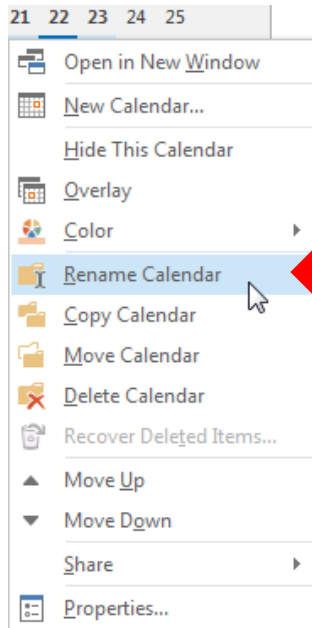
- Rename the room something more meaningful to you