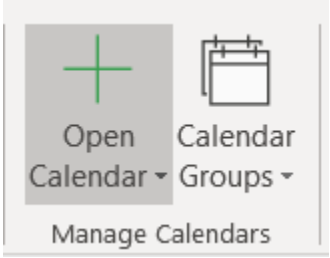
Conference Call Line Requests

Review the FCPH Conference Call Line calendar to ensure that the time was available.

1. Open **Outlook.**

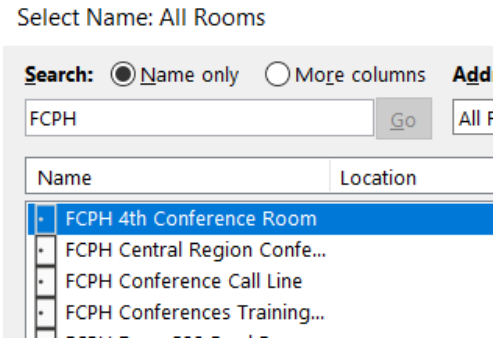
2. Select **Calendar** tab.

3. Select **+Open Calendar** drop down on navigation ribbon:



4. Select ***From Rooms List…***

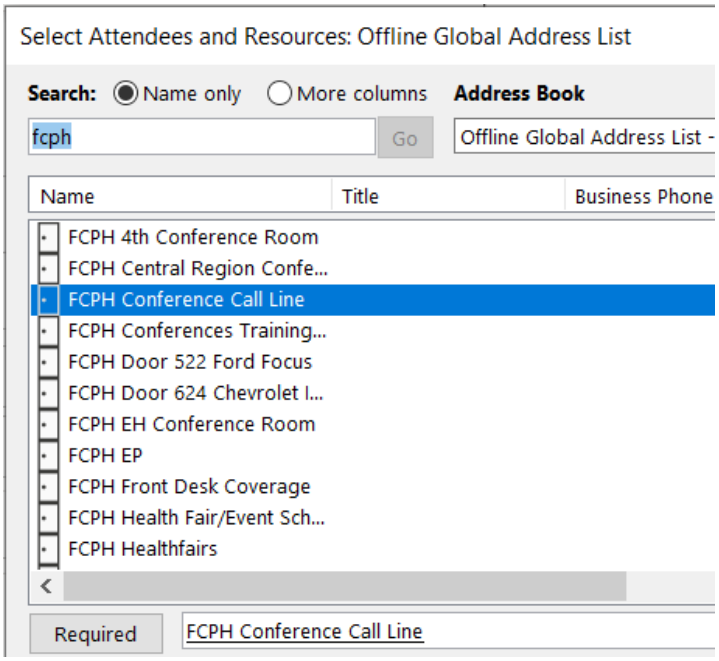
5. Type FCPH in the **Search** box:



6. Select **FCPH Conference Call Line** calendar.

7. The calendar will appear in the Rooms List on the Calendar Folder Pane:

8. Add meeting to calendar the same way you would invite a person from your calendar:



Please see Alycia Burkitt or Mitzi Kline with any questions or concerns.