**Installing RSO365**

RSO365 allows users to filter for meeting spaces and resources they need within the familiar scheduling tool of Microsoft Outlook.

**NOTE: The Swap Resource functionality is not useable once the interface is installed. Additionally, you cannot add services (example: A/V) in Outlook with the interface.**

**Installing RSO365 in Outlook Desktop App**

1. Click Get Add-Ins in the main ribbon in Outlook.
2. Click Admin-managed on the left.
3. Under the Find a Room add-in click the blue Add button.