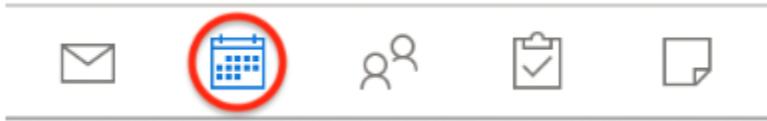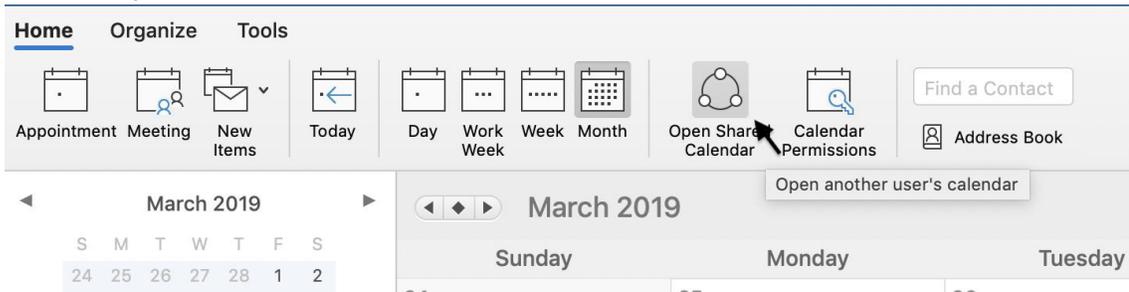# Equipment Scheduling Calendar using Mac OS Outlook Client Program

This article assumes that the user has the latest version of Outlook available from Office 365 installed and configured for their MSU email account.
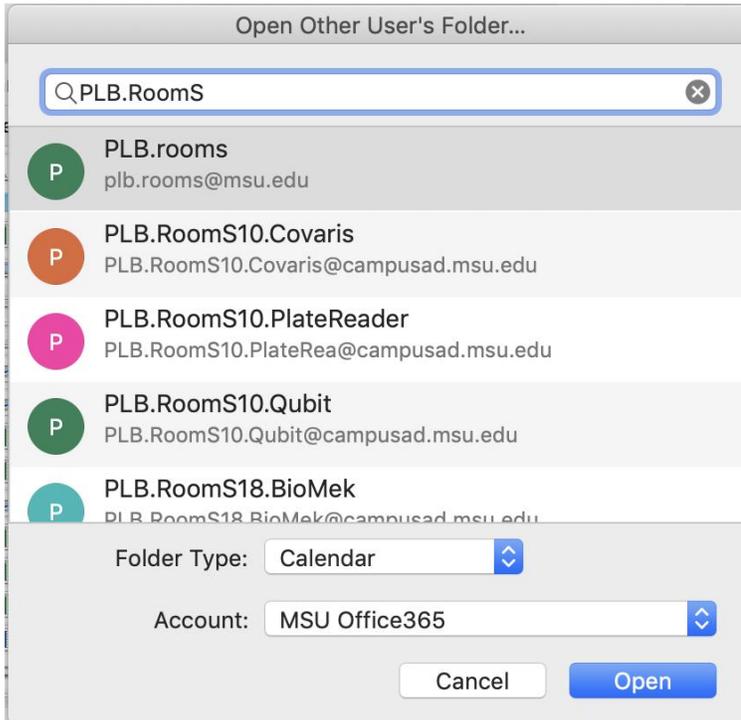
1. Open the **Outlook Client** program
2. Open the **Calendar** view:

3. Click the **Open Shared Calendar** icon in the Outlook ribbon:

4. In the context window begin typing the name of the calendar you wish to add, select the calendar and then click **Open:**
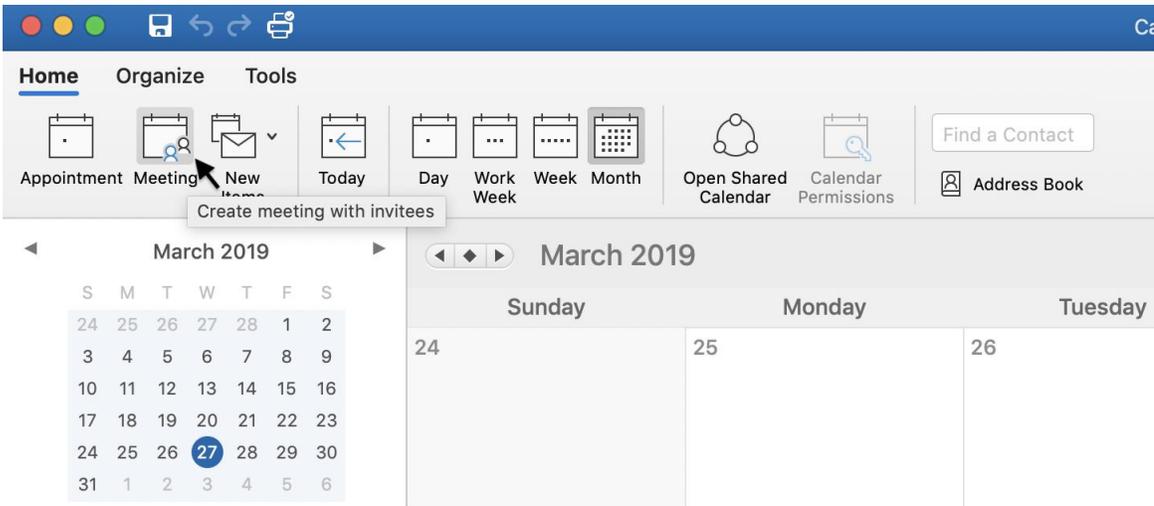

5. Repeat this for any of the needed calendars:
   a. PLB.RoomS10.Covaris
   b. PLB.RoomS10.PlateReader
   c. PLB.RoomS10.Qubit
   d. PLB.RoomS18.Biomek

6. The list of newly added calendars will appear under your account in the Outlook siderbar:
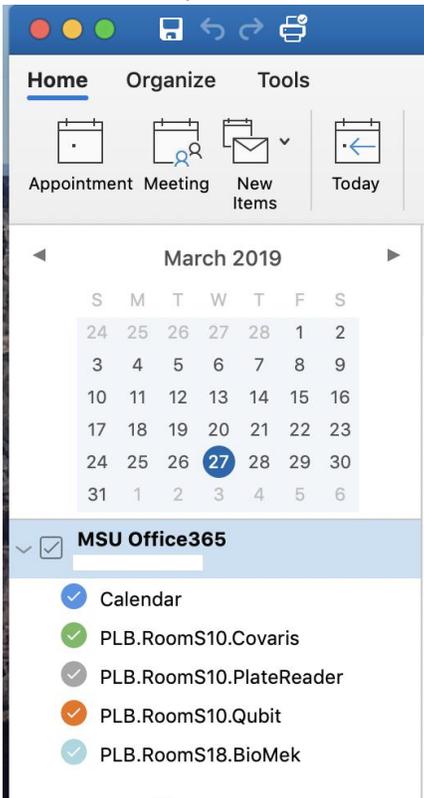
7. To schedule a reservation for one of the resource calendars click the **Meeting** icon in the ribbon:

8. In the **To:** field start typing the name of the resource you wish to reserve and select the appropriate option when it becomes visible. Once selected, choose the correct start and end times and date, and then click **Send**:

9. If scheduled for an open timeslot during normal business hours (8AM-5PM EST Mon-Fri) you should receive an email shortly confirming your booking. If you do not receive an email confirming your booking shortly after sending, check the calendar to see if the event was added and ensure you followed all steps listed above correctly.