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:

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Ė.	-	[+ + 	ĮĘ		~	•	-		ŝ		Find a Conta	act
Appointment Meeting New Items							Tod	ay	Day Work Week Month Week	Open Share Calendar	Calendar Permissions	Address E	Book
•	 March 2019 							►	▲ ♦ ▶ March 20	019	Open another user's calendar		
	S	Μ	Т	W	Т	F	S		Sunday		Monday		Tuesday
	24	25	26	27	28	1	2		ounday		wonday		rucsuuy

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

Open Other User's Folder													
QP	QPLB.RoomS												
P	PLB.rooms plb.rooms@msu.edu												
P	PLB.RoomS10.Covaris PLB.RoomS10.Covaris@campusad.msu.edu												
P	PLB.RoomS10.PlateReader PLB.RoomS10.PlateRea@campusad.msu.edu												
P	PLB.RoomS10.Qubit PLB.RoomS10.Qubit@campusad.msu.edu												
Р	PLB.RoomS18.BioMek												
	Folder Type: Calendar												
	Account: MSU Office365												
	Cancel 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:

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Home Organize Tools												
Appointment Meeting New Items												
•	 March 2019 											
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	3	4	5	6	7	8	9					
	10	11	12	13	14	15	16					
	17	18	19	20	21	22	23					
	24	25	26	27	28	29	30					
	31	1	2	3	4	5	6					
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C	PLB.RoomS10.PlateReader											
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C	PI	_B.R	oom	S18.E	BioM	ek						

7. To schedule a reservation for one of the resource calendars click the **Meeting** icon in the ribbon:

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Hom	Home Organize Tools													
Appointment Meeting New Today Day Work Week Work Week Open Shared Calendar Calendar Calendar Address Book														
•	March 2019						•		• •	March 2	019	9		
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	24	25	26	27	28	1	2						-	-
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	10	11	12	13	14	15	16							
	17	18	19	20	21	22	23							
	24	25	26	27	28	29	30							
	31	1	2	3	4	5	6							

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**:

	S ⇔ ∉	Qubit reservation for Joe Labmonkey • Meeting • MSU Office365										
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Send Cance	Appointment Scheduling	Skype Teams Meeting Meeting Skype To Minutes Image: Shype To Minutes <t< th=""><th>View Templates</th></t<>	View Templates									
From:	MSU Office365 🗘											
To:	PLB.RoomS10.Qubit											
Subject:	Qubit reservation for Joe Labmo	nkey										
Location:	PLB.RoomS10.Qubit		-									
Duration:	1 Hour 👱 🗆 All day event											
Starts:	3/29/2019 12:00 PM											
Ends:	3/29/2019 1:00 PM											
This invita	ation has not been sent.											

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.