# Equipment Scheduling Calendar using Outlook Web App (Old view)

1. Go to **spartan365.msu.edu** in your web browser and log in using your NetID and password if necessary then select the Outlook application.
2. Click on the **Calendar** icon in the bottom left corner of the page:

3. Click the **Add Calendar** button at the top of the page to open the context menu and select **From directory**:
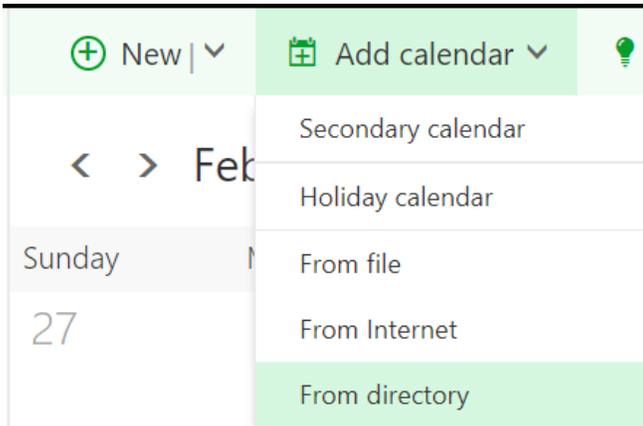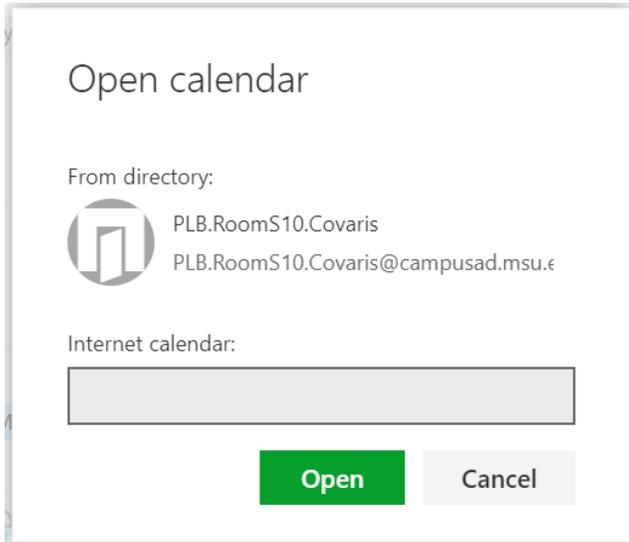

4. In the new **Open calendar** window in the **From directory** field type the name of the calendar you wish to add:
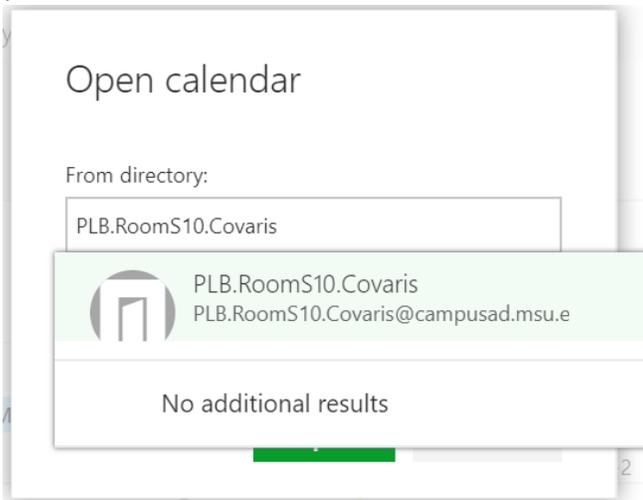
Instructions continue on next page

5. Click on the Calendar then click the **Open** button.

6. Repeat steps 1-5 for each desired calendar. The names of the equipment calendars are the following:
   a. PLB.RoomS10.Covaris
   b. PLB.RoomS10.PlateReader
   c. PLB.RoomS10.Qubit
   d. PLB.RoomS18.Biomek
7. To add a new appointment for the room calendar you have added, click the **New** button in the top page toolbar:
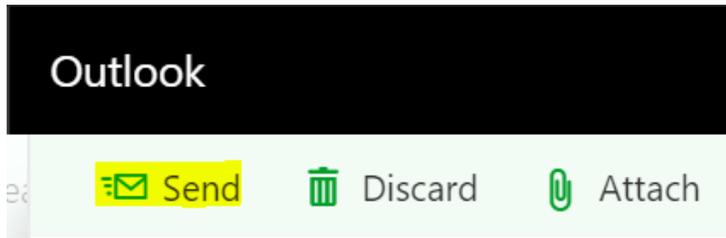

8. Add a title for the event and change the date and time as needed (you can also open a new event by double clicking the date number that you wish to schedule the room for in the calendar view).

9. In the **People** column type the room name into the **Add people** search:
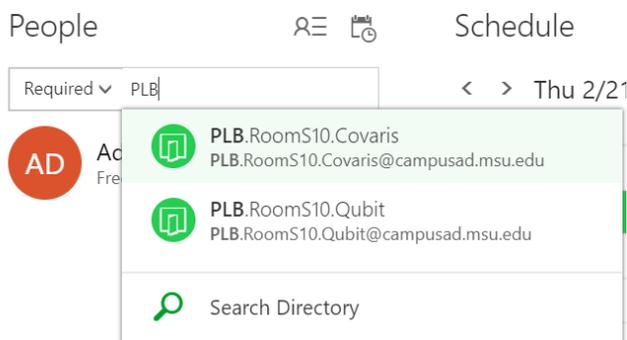
10. Ensure time and date are correct in the form then click **Send** in the upper left corner:

11. The room will send an automatic accept or decline message within a few moments and once accepted the new booking will show on both the user's personal calendar and also on the reservation calendar. 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.

Note: If you are receiving a message that your booking was declined ensure that the appointment date and time occur in the future, appointments set to occur in the past will fail automatically.