Equipment Scheduling Calendar using Outlook Web App

- 1. Go to spartan365.msu.edu
- 2. Click on the **Calendar** button





4. Click From Directory



- 5. Type in the name of the Equipment calendar:
 - a. PLB.RoomS10.Covaris
 - b. PLB.RoomS10.PlateReader
 - c. PLB.Room.S10.Qubit
 - d. PLB.Room.S18.Biomek



6. Click on the calendar

Discover calendars	Add calendar from directory	×
Sports	Select a person, group, or resource from your organization's directory to view the calendar.	
🖁 NBA	P PLB.RoomS10.PlateReader ×	
🕷 NFL		
🖏 NHL	Add	
MLS		
🕀 Holidays		
Import calendar		

- 7. Click Add
- 8. Double click on the day in your *Personal Calendar* for the *Equipment Reservation (Event) Calendar*
- 9. Add a title
- 10. Invite the **Equipment Reservation** calendar
- 11. Select the **Time** and **confirm the date**
- 12. Click the Send button

My calendar ~		
▶ Send Discard 🛱 Scheduling Assistant 🔤 Busy ∨ ⊘ Categorize ∨ 🗜 Response options ∨		
Test equipment reservation	\leftarrow \rightarrow Tue, February 12, 2019 \checkmark	
P PLB.RoomS10.PlateReader X Optional		
© _2/12/2019	8a 7:30a - 8:00a Everyone is available	
	9a	
$\ensuremath{ \bigcirc}$ Search for a room or location Add online meeting $\ensuremath{ \vee}$	10a	
\bigcirc Remind me: 15 minutes before \checkmark	11a	
= test reservation	12p	
	1p	
	2p	

- 13. The reservation will now show on both your *Personal Calendar* and the *Event Calendar*
- 14. Open the reservation on your *Personal Calendar* and click **Cancel** to remove the reservation from both your *Personal Calendar and Event calendars*.
- 15. 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.