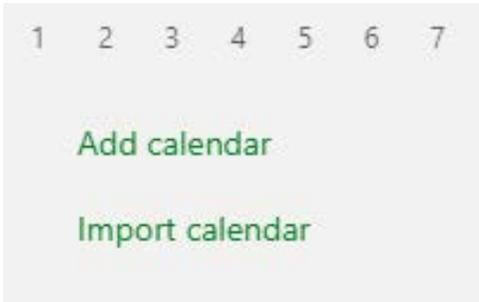


Equipment Scheduling Calendar using Outlook Web App

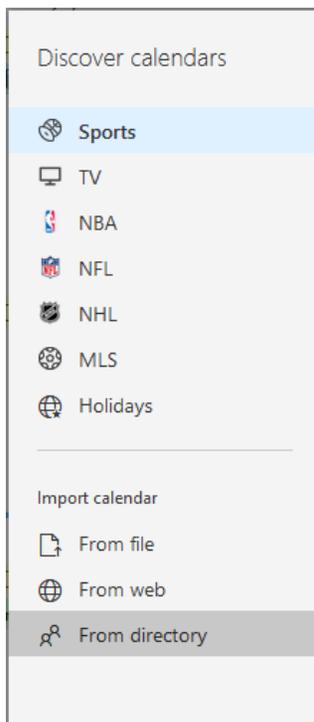
1. Go to **spartan365.msu.edu**
2. Click on the **Calendar** button



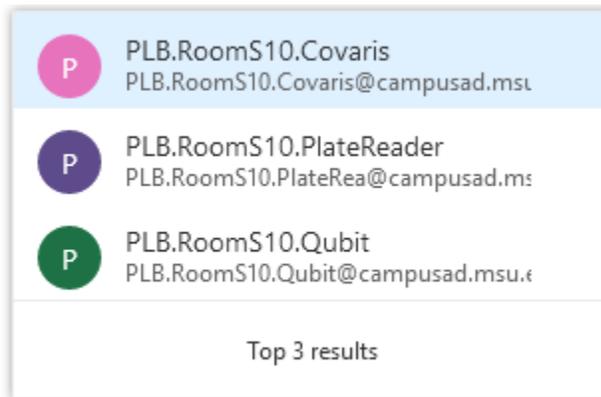
3. Click on **Import calendar**



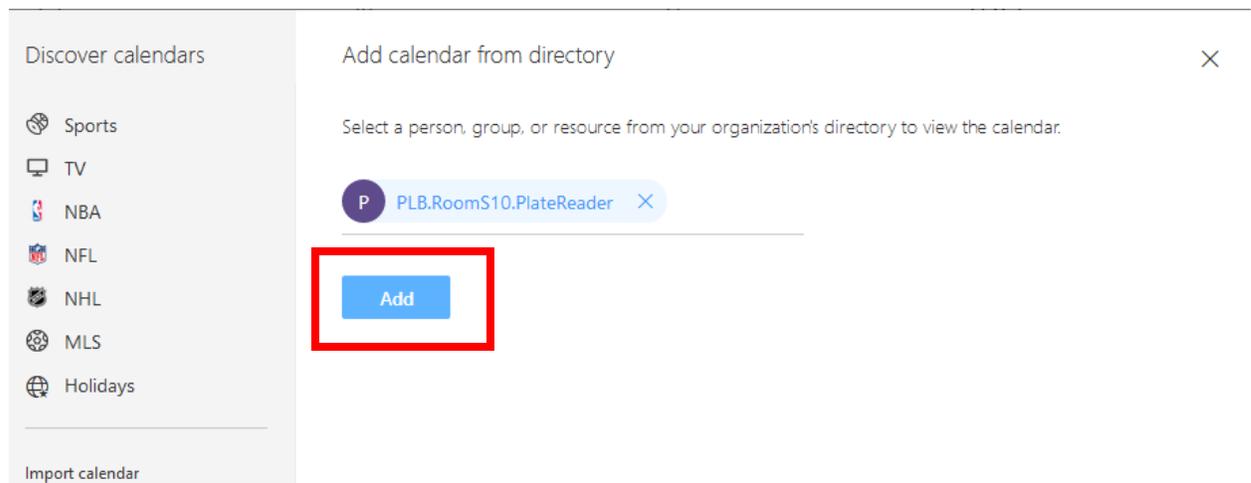
4. Click From Directory



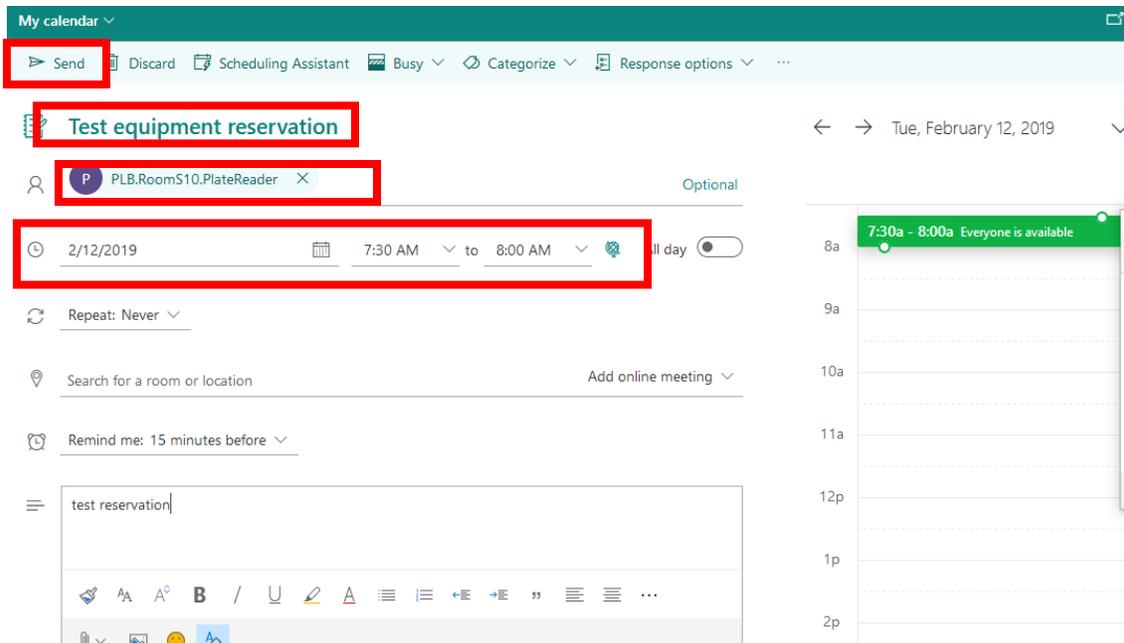
5. Type in the name of the Equipment calendar:
 - a. PLB.RoomS10.Covaris
 - b. PLB.RoomS10.PlateReader
 - c. PLB.Room.S10.Qubit
 - d. PLB.Room.S18.Biomek



6. Click on the **calendar**



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



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.