Equipment Scheduling Calendar using Outlook Client

1. Open Outlook Client application
2. Open Calendar view
3. Right Click on Add Calendar in the top ribbon
4. Select From Address Book... from the dropdown menu
5. Type in Genomics Core Equipment Equipment into the search box and highlight the Genomics Core Equipment option
6. Click the Calendar button near the bottom to select the calendar to add and click OK
7. You will now see the calendar in your Outlook calendars under Rooms

1. To schedule a booking, highlight your personal Outlook Calendar and click New Appointment at the top left of the Outlook ribbon
2. In the new appointment window select Invite Attendees and click on the Required button
8. In the search box type **Genomics Core Equipment**, highlight the **Genomics Core Equipment** option and click the **Required** button in the bottom left then select **OK**

9. Adjust the **Title**, **Date**, and **Time** of the appointment and add any notes you would like, then click **Send**. Once the appointment is approved you will receive an email that the request was approved, and it will show on both your personal calendar as well as the instrument calendar. You will then need to email **GTSF@msu.edu** to verify your booking with the Genomics core staff.