Equipment Scheduling Calendar using Outlook Web App

1. Go to spartan365.msu.edu and login if necessary
2. Navigate to Outlook
3. Click on the Calendar icon
4. Select Add Calendar
5. Select Add from directory
6. Type the name of the room calendar (PLB.RoomS10.Equipment) and select Rooms from the dropdown menu and click Add
   Select a person, group, or resource from your organization’s directory to view the associated calendar.

7. In your own personal Outlook calendar (not the instrument calendar) double click the day you would like to make a booking for
8. Add a title
9. Invite the instrument calendar (see below)
10. Select the appropriate time and date for your booking

11. Click the Send button to submit the booking request, once the booking is approved you will receive a notification that the request was accepted and the booking will show on both your personal calendar and the instrument calendar.