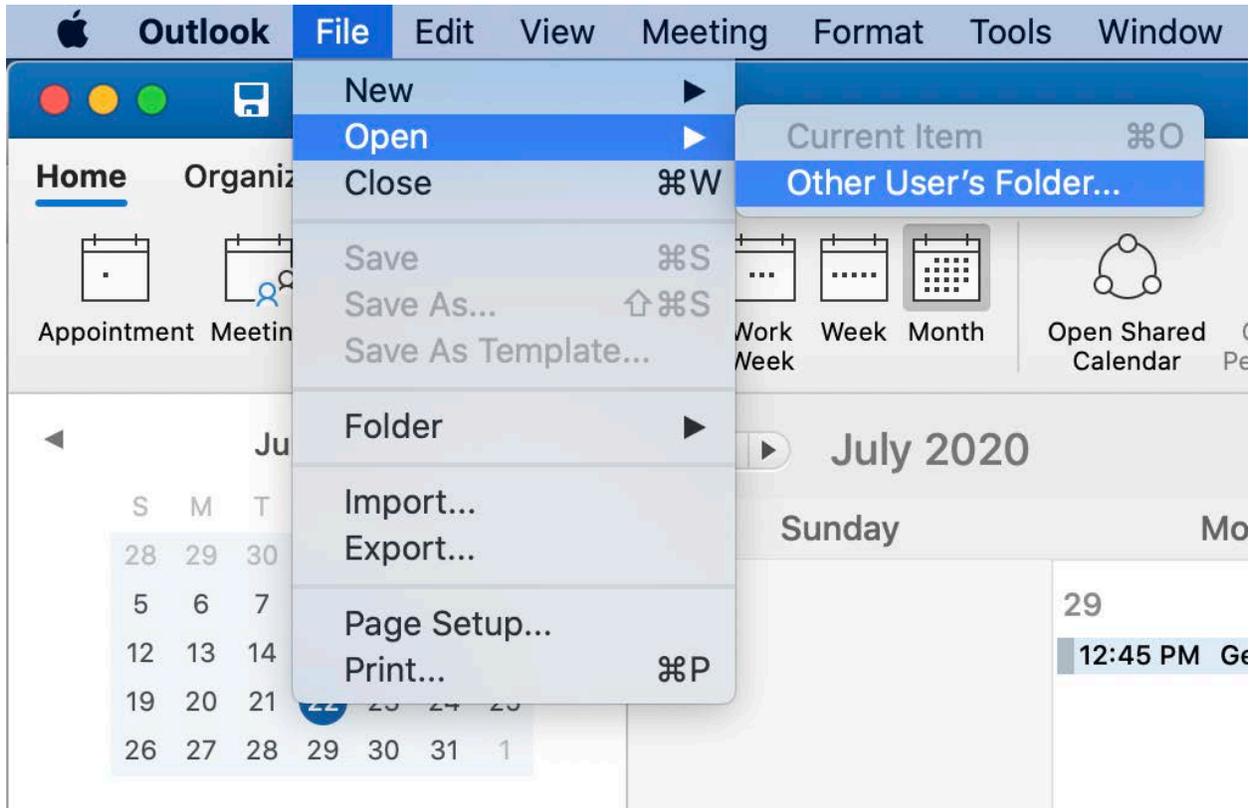


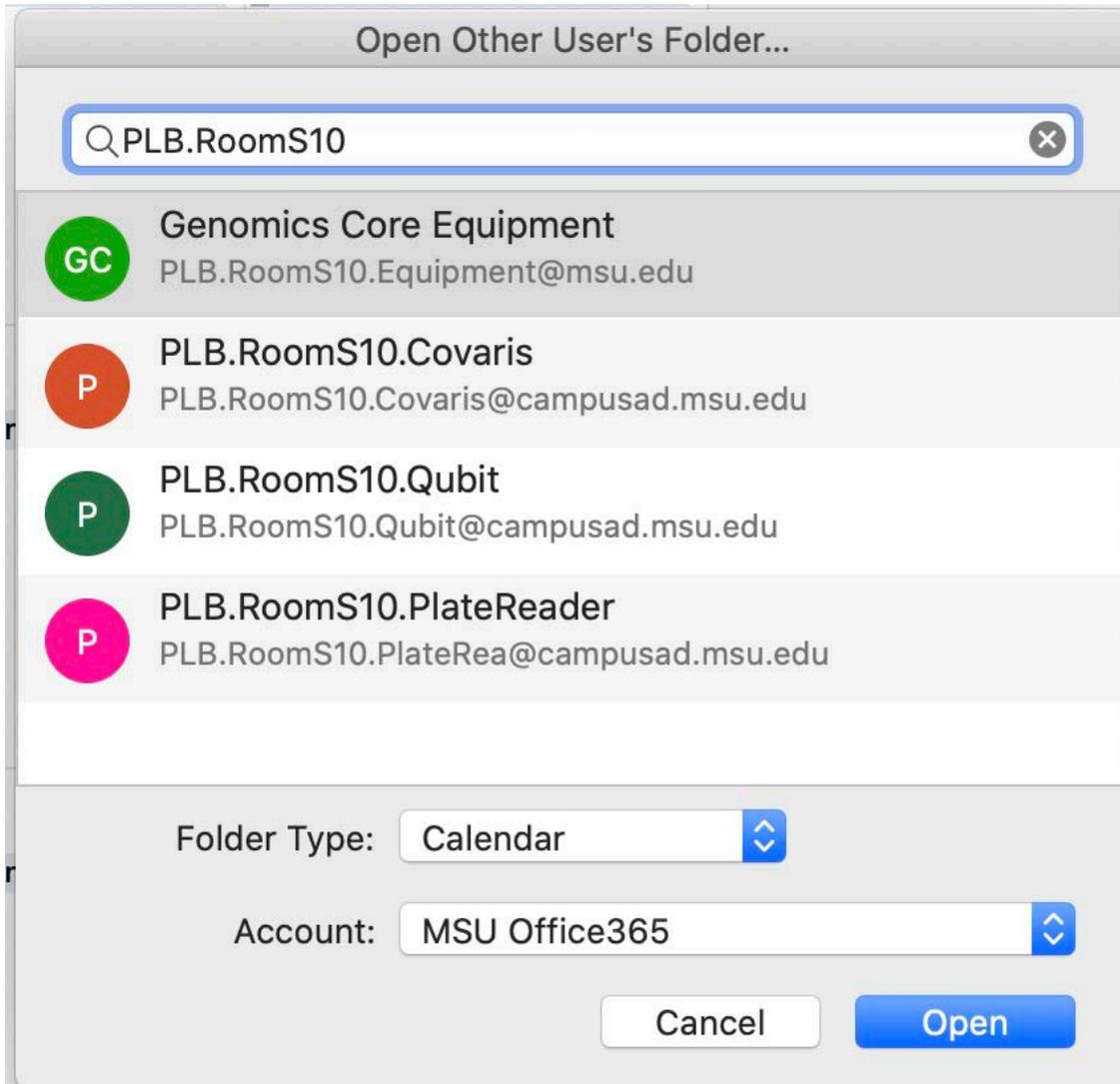
Equipment Scheduling Calendar using Outlook for Mac

1. In Outlook, open the **File** menu and select **Open** and then **Other User's Folder** from the context menu

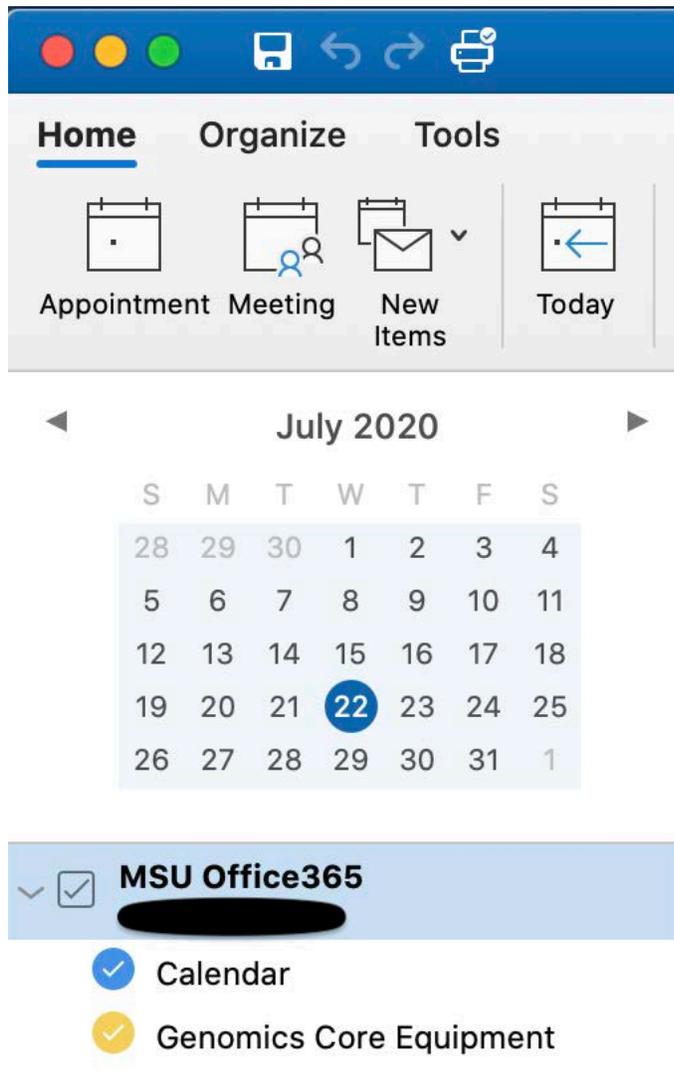


2. In the **Open Other User's Folder** dialog box select **Calendar** from the **Folder Type:** dropdown menu and the desired account to attach this calendar to from the **Account:** drop down menu.

3. In the search box type **PLB.RoomS10.Equipment** and select **Genomics Core Equipment** from the list and click **Open**



4. The calendar should now be listed under the account specified in Step 2



5. To request a reservation click the **Meeting** icon in the top ribbon (Note: clicking Appointment and then adding invitees in the new appointment window changes it from an Appointment to a Meeting.)

6. The account calendar name will be entered in the **From** field. In the **To** field enter **Genomics Core Equipment**. In the **Location** field enter **PLB.RoomS10.Equipment**.

Room reservation for Joe Labmonkey • Meeting • Calendar • MSU Office365

Organizer Meeting Format Text

Send Cancel Appointment Scheduling New Email Reply All Teams Meeting 15 Minutes Recurrence Request Responses Allow Proposal Allow Forwarding Room Finder Dictate

From: Calendar - MSU Office365

To: Genomics Core Equipment

Subject: Room reservation for Joe Labmonkey

Location: PLB.RoomS10.Equipment

Duration: 2 Hours All day event

Starts: 7/23/2020 10:00 AM

Ends: 7/23/2020 12:00 PM

This invitation has not been sent.

7. Adjust other relevant details such as date, subject, start and end times for the requested booking then click **Send** to submit the request. Once the booking has been reviewed by the Genomics Core the sending account will receive a notification that the request was approved or denied. If denied please contact GTSF@msu.edu for assistance.