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
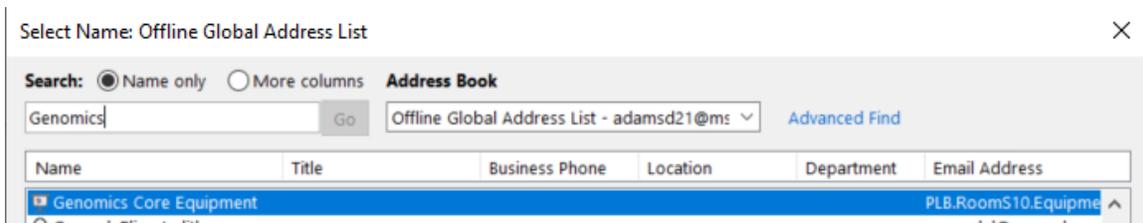
5. Type in **Genomics Core Equipment** into the search box and highlight the **Genomics Core Equipment** option
6. Click the **Calendar** button near the bottom to select the calendar to add and click **OK**
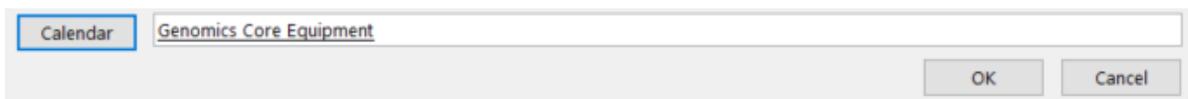
7. You will now see the calendar in your Outlook calendars under **Rooms**
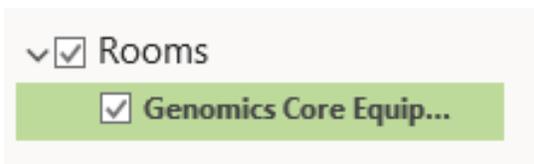
1. To schedule a booking, highlight your personal Outlook Calendar and click **New Appointment** at the top left of the Outlook ribbon
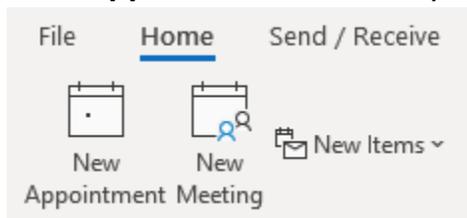
2. In the new appointment window select **Invite Attendees** and click on the **Required** button

From

Title

Required

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.