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



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.

GE Genomics Core Equipment	×
Add to	
Rooms	\sim
Add	

- 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)

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	Save 📋 Discard 📴 Scheduling Assistant	🔤 Busy 🗸 🖉 Categorize 🗸 📱 Response option	ns 🗸	
•	Example Title		\leftarrow $ ightarrow$ Mon, July 6, 2020	\checkmark
8	plb.	Optional		
Ŀ	GE Genomics Core Equipment PLB.RoomS10.Equipment@msu.edu	11:00 AM \vee to 12:00 PM 🗸 🧕 All day 💽	1 AM	
Q	Search Directory Repeat: Never ~		2 AM	
0	Search for a room or location	Teams meeting	3 AM	
Ũ	Remind me: 15 minutes before $ \smallsetminus $		4 AM	
=	Add a description or attach documents		5 AM	
			6 AM	
			7 AM	

- 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.

RTS Fri 6/ To: /	F Genomics Equipment /5/2020 2:04 PM Adams, Daniel
†	Accepted: Example title Fri 6/5/2020 4:30 PM - 5:00 PM
¢	RTSF Genomics Equipment has accepted this event
You	ir request was accepted.