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
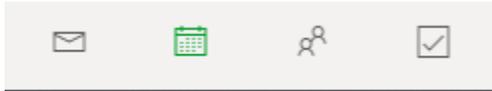
4. Select **Add Calendar**

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**

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)
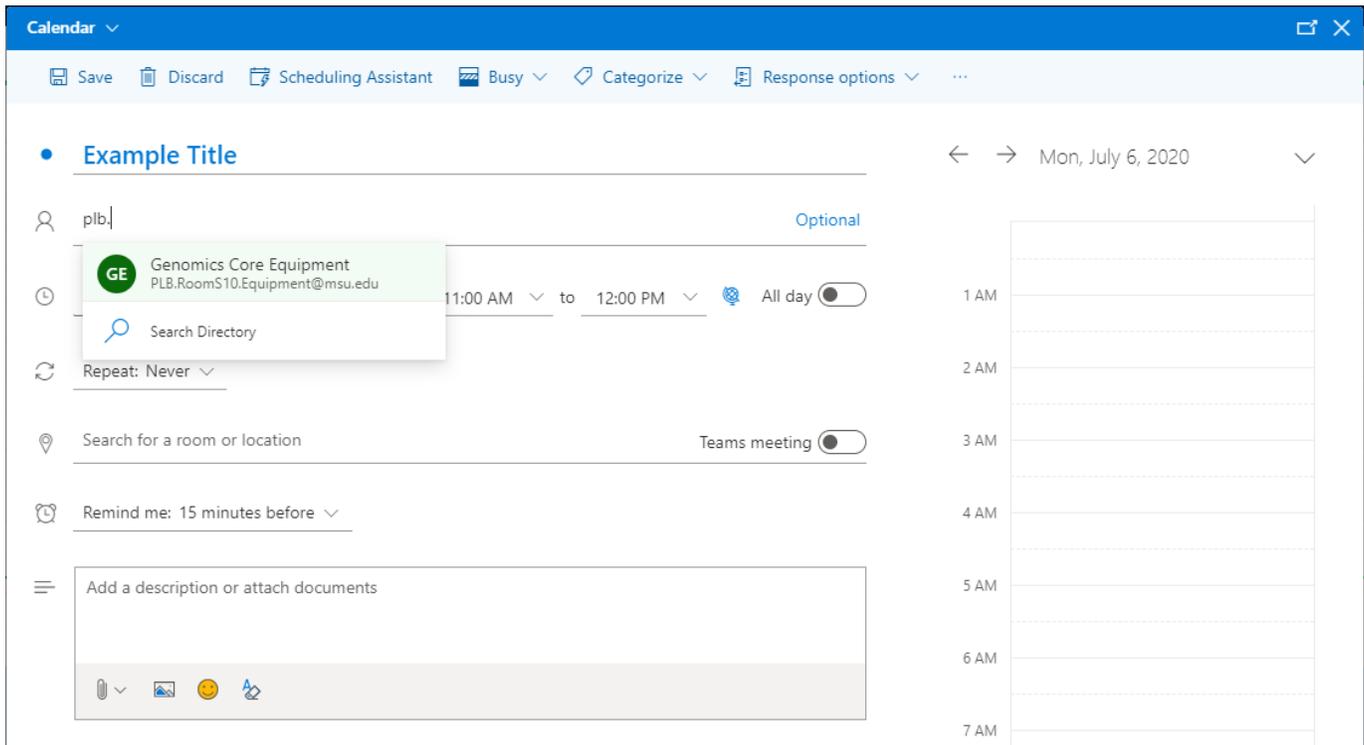
10. Select the appropriate time and date for your booking
11. Click the **Send** button to submit the booking request, once the booking is approved you will receive a notification that the request was accepted and the booking will show on both your personal calendar and the instrument calendar.