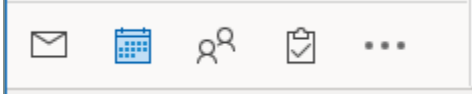
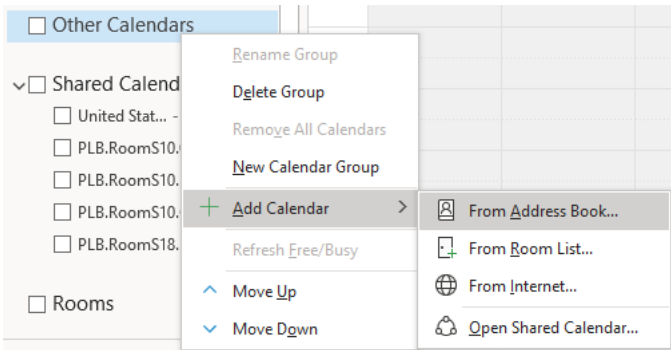


Equipment Scheduling Calendar using Outlook Client

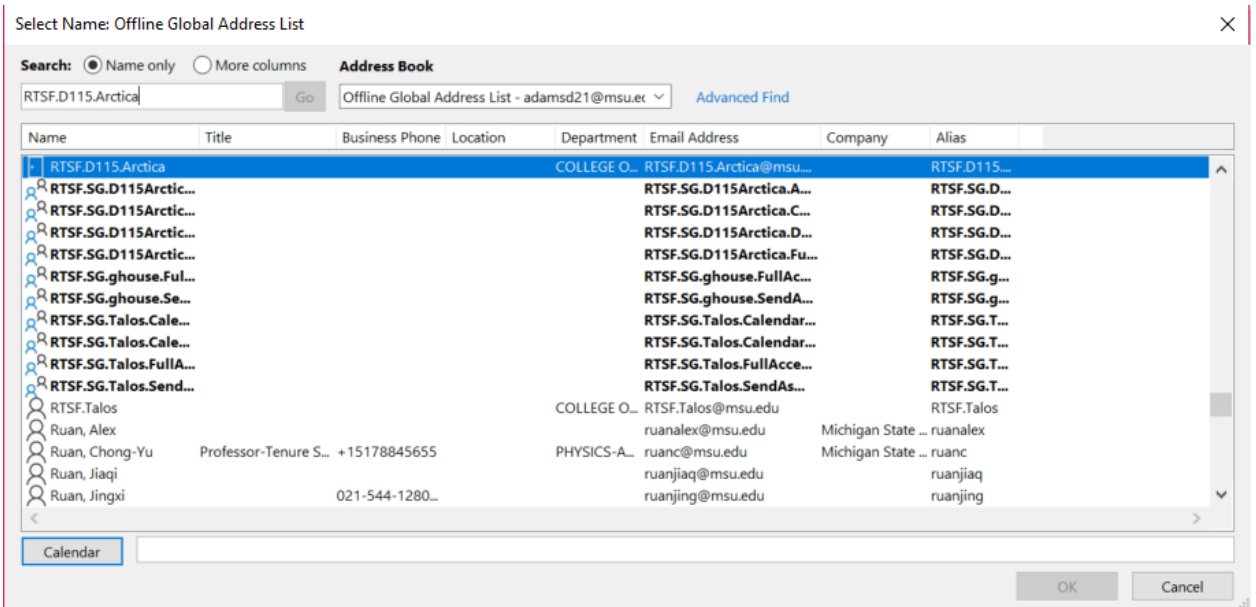
1. Open your **Outlook** email client if not already open
2. Click on the **calendar icon** in the bottom left corner



3. Right click on **Other Calendars** and mouse over **Add Calendar** and select **From Address Book**



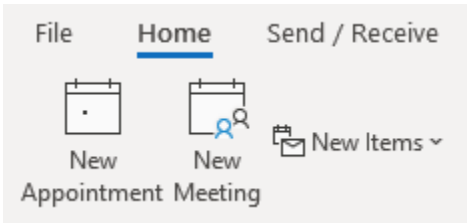
4. In the search bar in the Address Book window type **RTSF.D115.Arctica** and once highlighted click the **Calendar** button in the bottom left of the window, then select **OK**



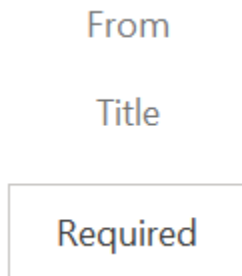
5. You will now see the instrument calendar under **Other Calendars** in your Outlook



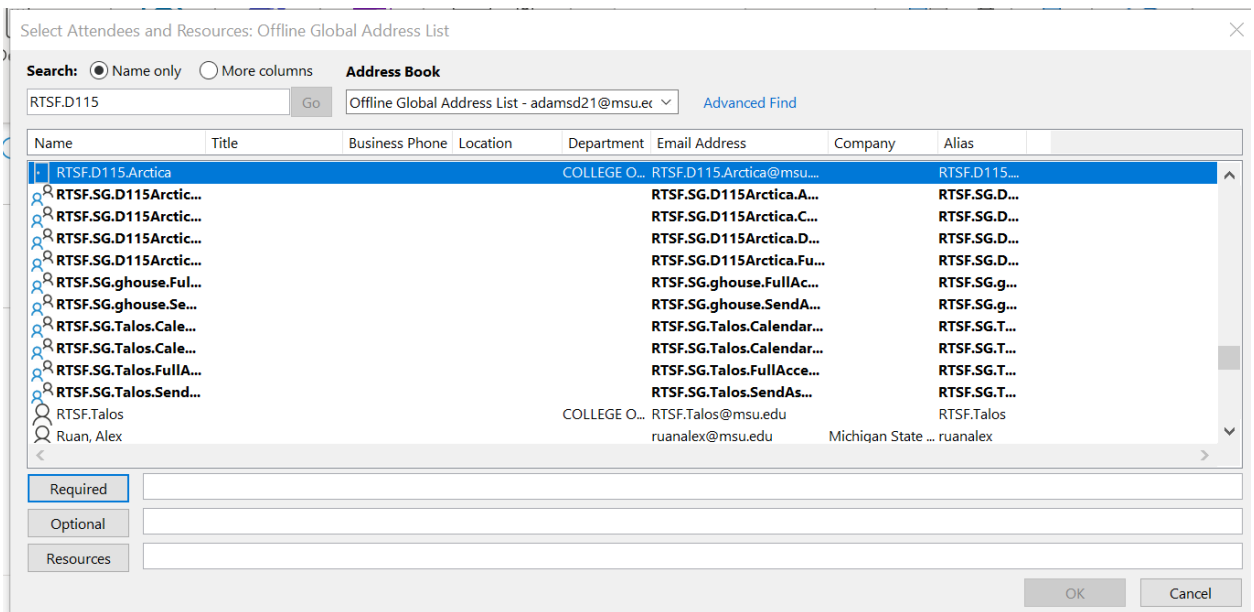
- To schedule a booking, highlight your personal Outlook Calendar and click **New Appointment** at the top left of the Outlook ribbon



- In the new appointment window select **Invite Attendees** and click on the **Required** button



- In the search box type **RTSF.D115.Arctica** and click the **Required** button in the bottom left then select **OK**



- 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.