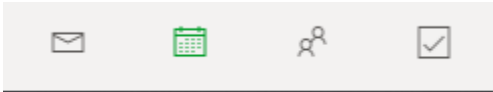
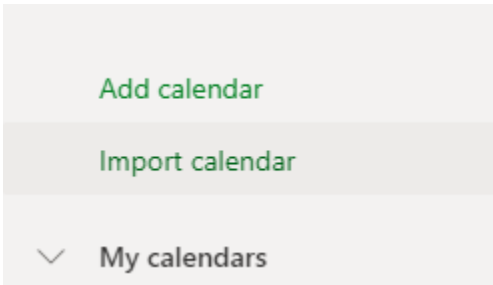


## Equipment Scheduling Calendar using Outlook Web App

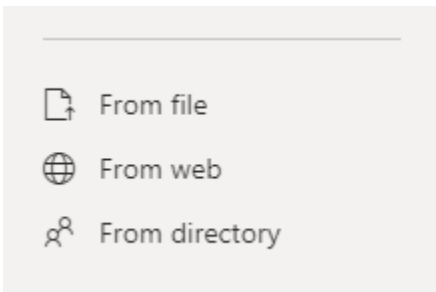
1. Go to **spartan365.msu.edu** and login if necessary
2. Navigate to **Outlook**
3. Click on the **Calendar** icon



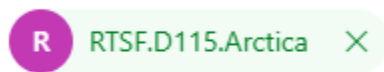
4. Select **Import Calendar**



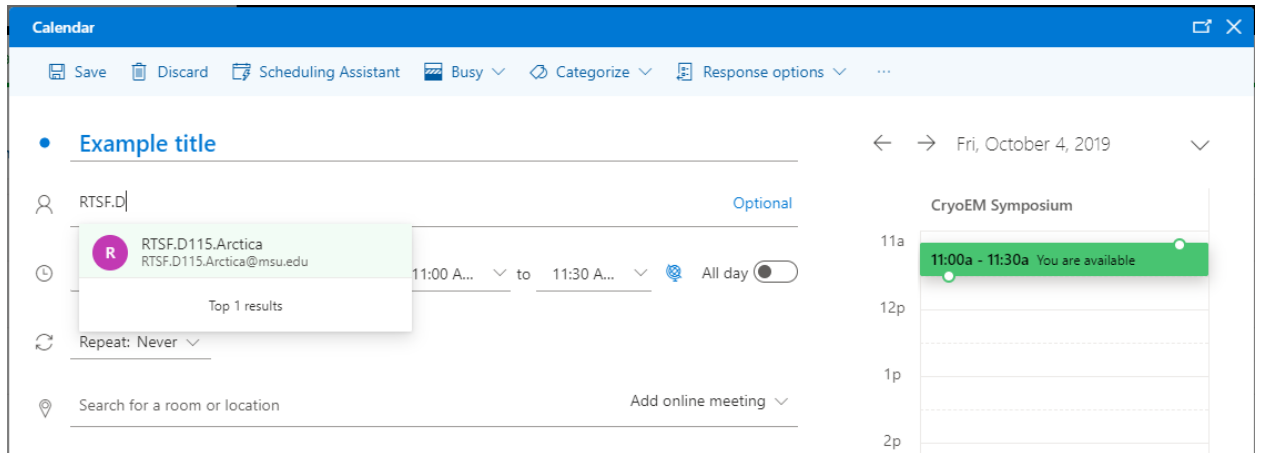
5. Select **From directory**



6. Type the name of the room calendar (**RTSF.D115.Arctica**) and select **Add**  
Select a person, group, or resource from your organization's directory to view the calendar.



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.