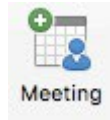


How to Submit Room Request(s) in DLAR

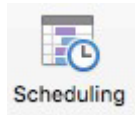
Mac OS X Outlook Desktop Application

- Go to Calendar, select New Meeting.



- Select date start time and end time.

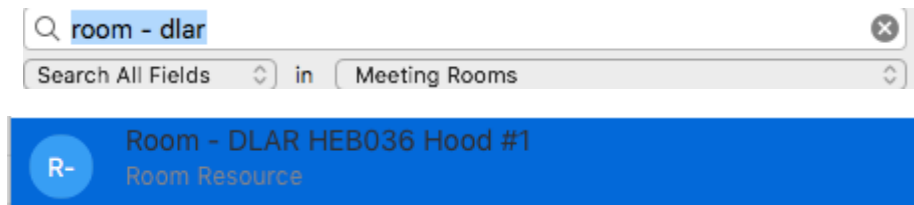
- Select Scheduling Assistant.



- Select Add Room.



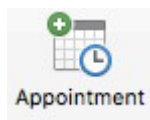
- Type in Room – DLAR, scroll and select the specific room building and number.



- Add to Meeting and hit OK. Your room will be added to your list of attendees.

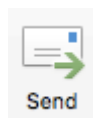


- Go to the Appointment or Meeting tab.



- Select Title or Subject and type in your PI's name.

- Select Send.



You will receive an 'Accepted' or 'Declined' email message in your inbox. If accepted, you don't need to do anything further. If declined, the time requested is not available. Please select another time and submit.