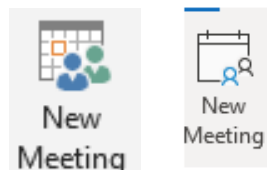


Request Calendar Room for DLAR

“Animal/Procedure rooms must be requested 24 hrs. prior

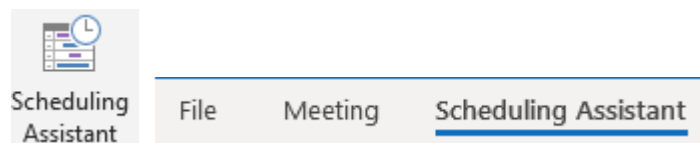
Windows 10 Outlook desktop application

- Go to Calendar, select New Meeting

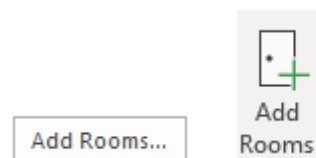


- Select date start time and end time

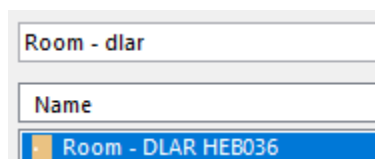
- Select Scheduling Assistant



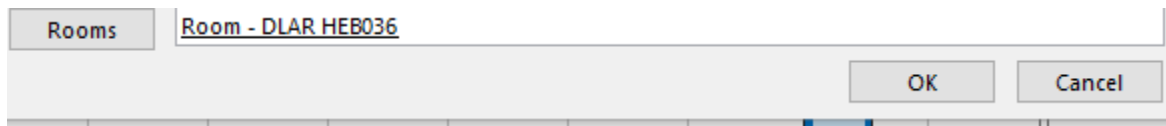
- Select Add Rooms



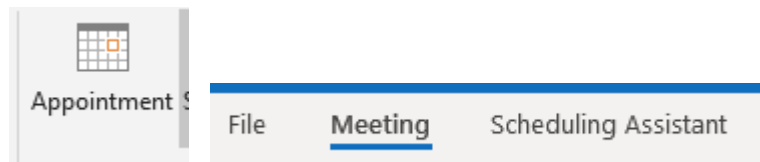
- Type in Room – DLAR, scroll and select the specific room building and number



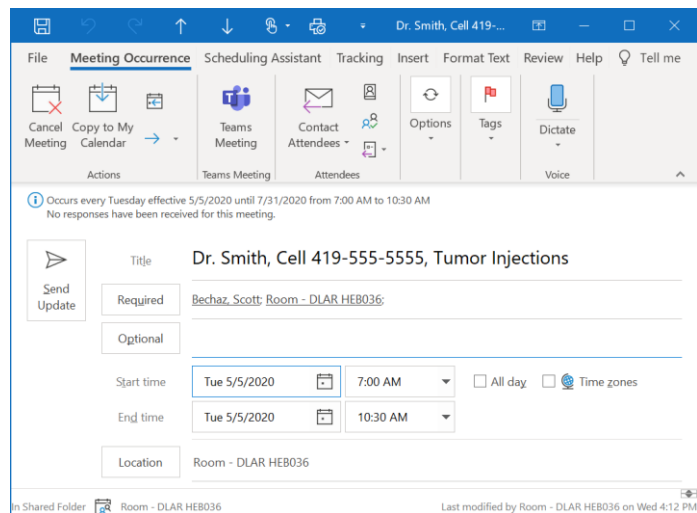
- Select the Rooms Tab to add the room and hit OK



- Go to the Appointment or Meeting tab



- Select Title and type in **your PI** and **your cell # to contact you** and **what procedure** (example, Surgery, genotyping, etc.).



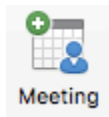
- Select Send



**You will receive an accept or decline email message in your inbox, you do not have to do anything with that email message.

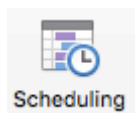
Mac OS X Outlook desktop application

- Go to Calendar, select New Meeting

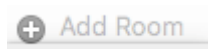


- Select date start time and end time

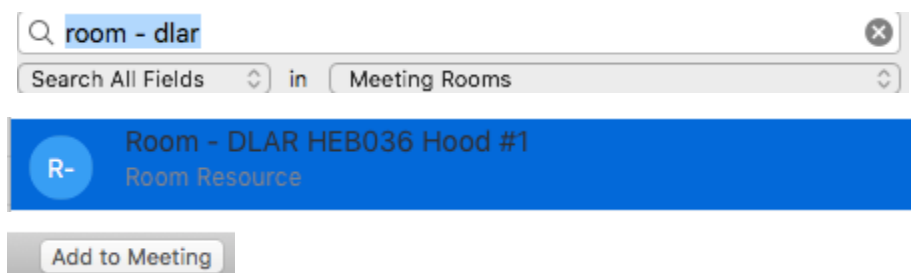
- Select Scheduling Assistant



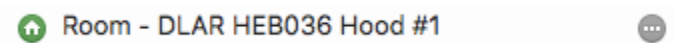
- Select Add Room



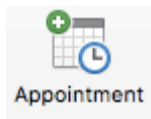
- Type in Room – DLAR, scroll and select the specific room building and number



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

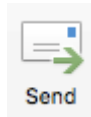


- Go to the Appointment or Meeting tab



- Select Title or Subject and type in **your PI** and **your cell # to contact you** and **what procedure** (example, Surgery, genotyping etc.).

- Select Send



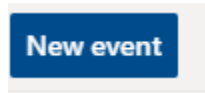
**You will receive an accept or decline email message in your inbox, you do not have to do anything with that email message.

Outlook Web Application

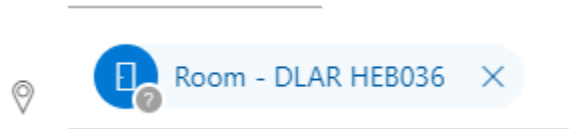
- Go to email.utoledo.edu
- Select the Office 365 mail
- Login with your UTAD@rockets.utoledo.edu and your password
- Go to the calendar



- Select New Event



- Select Date and Time
- In the field to Search for a room or location, type in the specific room



- In the field “Add a description” –type in **your PI** and **your cell # to contact you** and **what procedure** (example, Surgery, genotyping etc.).
- Select Send

iPhone Outlook Application

- Open Outlook
- Go to calendar
- Select Date and Time
- Select Location
- Type "Room – DLAR" and specific building and room number
- Select Title or Subject and type in **your PI** and **your cell # to contact you** and **what procedure** (example, Surgery, genotyping etc.).
- Select the check mark, this will put your request on your calendar and the room calendar.

Android Outlook Application

- Open Outlook
- Go to calendar
- Select the plus sign
- Select Date and Time
- Select Location
- Type "Room – DLAR" and specific building and room number
- Select Event and type in **your PI** and **your cell # to contact you** and **what procedure** (example, Surgery, genotyping etc.).
- Select the check mark, this will put your request on your calendar and the room calendar