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

![Image showing Rooms tab and Room - DLAR HEB036]

- Go to the Appointment or Meeting tab

![Image showing Appointment and Meeting options]

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

![Image showing meeting details]

- Select Send

![Images of send icons]

**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.