

Submitting Room Reservations for DLAR through Outlook – Mobile App

1. **Open Outlook app** and go to your **Calendar** view.
2. Tap the **+**.
3. Enter the PI name and purpose of the reservation in the **Title** box.
4. Enter the date of your request (you will select a timeframe in a later step).
5. Tap **Location**.
6. In the **Enter a place** box, begin typing the room calendar name **exactly as it appears** in the DLAR room list below. Select the room/hood when it appears and tap the **checkmark** ✓ at the top right.
7. Tap the **time** and the calendar for the room/hood will open.
8. Choose an available time.
 - a. If there is no availability, try a different day or a different hood if the room has more than 1.
9. After confirming availability, tap the **checkmark** ✓ at the top right.
10. Review your reservation details and tap the **checkmark** ✓ at the top right.
11. If your request is accepted, you will receive an **'Accepted'** email. If your request is not accepted, you will receive a **'Declined'** email. **Read these emails carefully.**
 - a. Declined reservations are usually due to an overlap with another reservation. Review the room's availability again and ensure the date and timeframe you are requesting is available.

DLAR Outlook Room List

Room - DLAR HEB Mouse Metabolic	Room - DLAR HEB045
Room - DLAR HEB Poly Rat Metabolic	Room - DLAR HEB046
Room - DLAR HEB Portable Isoflurane System #1	Room - DLAR HEB047
Room - DLAR HEB Portable Isoflurane System #2	Room - DLAR HEB050F Hood #1
Room - DLAR HEB SS Rat Metabolic	Room - DLAR HEB050F Hood #2
Room - DLAR HEB024	Room - DLAR HEB051B Hood #1
Room - DLAR HEB025	Room - DLAR HEB051B Hood #2
Room - DLAR HEB026	Room - DLAR HEB051F Hood #1
Room - DLAR HEB027 Hood #1	Room - DLAR HEB051F Hood #2
Room - DLAR HEB027 Hood #2	Room - DLAR HEB053
Room - DLAR HEB031 Training Room	Room - DLAR HEB054
Room - DLAR HEB032A	Room - DLAR HEB055
Room - DLAR HEB032B Hood #1	Room - DLAR HEB056
Room - DLAR HEB032B Hood #2	Room - DLAR HEB057
Room - DLAR HEB032C Hood #1	Room - DLAR HEB058
Room - DLAR HEB032C Hood #2	Room - DLAR HEB062
Room - DLAR HEB032D	Room - DLAR HEB063
Room - DLAR HEB032E	Room - DLAR HEB064
Room - DLAR HEB032F Hood #1	Room - DLAR HEB065
Room - DLAR HEB032F Hood #2	Room - DLAR HEB066
Room - DLAR HEB036 Hood #1	Room - DLAR HEB067
Room - DLAR HEB036 Hood #2	Room - DLAR HEB068
Room - DLAR HEB037	Room - DLAR HEB069
Room - DLAR HEB039	Room - DLAR HEB070
Room - DLAR HEB040D	Room - DLAR HEB071
Room - DLAR HEB040F	Room - DLAR HEB072
Room - DLAR HEB041A	Room - DLAR HEB091 (CO2 System)
Room - DLAR HEB041B	Room - DLAR HEB091 (HM5/VS2)
Room - DLAR HEB041C	Room - DLAR HEB091 (Necropsy Table)
Room - DLAR HEB041D	Room - DLAR WH0260A
Room - DLAR HEB041E	Room - DLAR WH0260D
Room - DLAR HEB041F	Room - DLAR WH0268C
Room - DLAR HEB043	Room - DLAR WH0265
Room - DLAR HEB044	