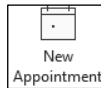


# Submitting Room Reservations for DLAR through Outlook – Desktop/Web

## Old/Classic Outlook (Desktop App)

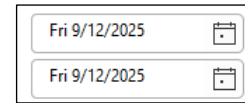
1. **Open Outlook** and go to your **Calendar** view.

2. Click **New Appointment** in the toolbar.

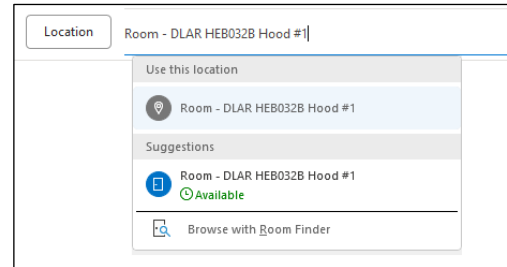


3. Enter the PI name and purpose of the reservation in the **Title** box.

4. Enter the date of your request (you will select a time in later steps).

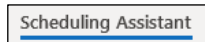


5. In the **Location** box, begin typing the room calendar name **exactly as it appears** in the DLAR room list below. Select the room/hood when it appears. See image to the right.



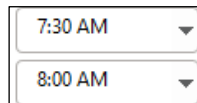
6. Check room availability:

a. Click **Scheduling Assistant** in the toolbar.

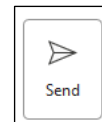


b. Scheduling Assistant will show you the availability of the room on the date you have chosen.

c. Choose an available timeframe.



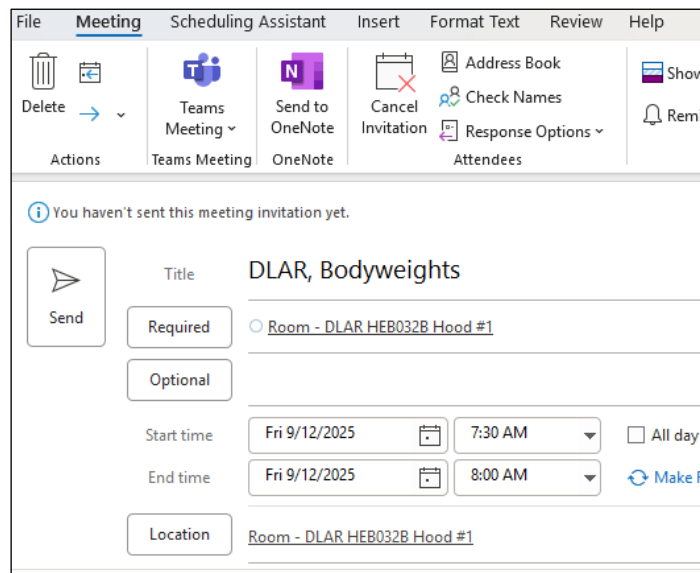
7. Click **Meeting** in the toolbar, review your reservation details and click **Send**.



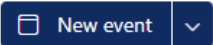
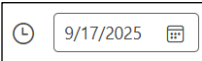
8. If your request is accepted, you will receive an **'Accepted'** email. If your request is not accepted, you will receive a **'Declined'** email. **Read these emails carefully.**

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.

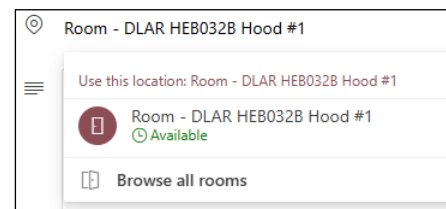
### Example:

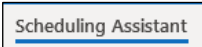
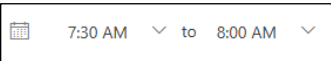
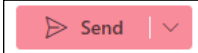
A screenshot of the Outlook "Meeting" form. The "Title" field contains "DLAR, Bodyweights". The "Required" field shows "Room - DLAR HEB032B Hood #1". The "Start time" is set to "Fri 9/12/2025" at "7:30 AM". The "End time" is set to "Fri 9/12/2025" at "8:00 AM". The "Location" field also shows "Room - DLAR HEB032B Hood #1". The "Send" button is visible on the left. The top ribbon shows "File", "Meeting", "Scheduling Assistant", "Insert", "Format Text", "Review", and "Help".

## New/Modern Outlook (Outlook 365 / Web / Updated Desktop)

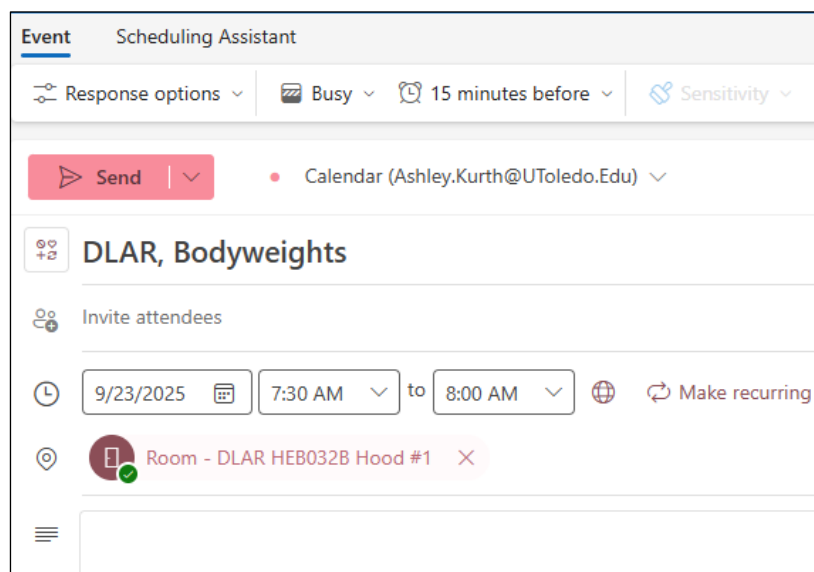
1. Open **Outlook** (desktop or web) and go your **Calendar** view.
2. Click **New Event**. 
3. Enter the PI name and purpose of the reservation in the **Title** box.
4. Enter the date of your request (you will select a time in later steps). 

5. In the **Add a room or location** box, begin typing the room calendar name **exactly as it appears** in the DLAR room list below. Select the room/hood when it appears. See image to the right.



6. Check room availability:
  - a. Click **Scheduling Assistant** in the toolbar. 
  - b. Scheduling Assistant will show you the availability of the room on the date you have chosen.
  - c. Choose an available timeframe. 
7. Click **Event** in the toolbar, review your reservation details and click **Send**. 
8. 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.

### Example:



## 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	