

# How to Submit Room Request(s) in DLAR

## Outlook Web Application

### Outlook Web Application

➤ Go to [email.utoledo.edu](mailto:email.utoledo.edu).

➤ Select the Office 365 email.



➤ Login with your [UTAD@rockets.utoledo.edu](mailto: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’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.**

# How to Submit Room Request(s) in DLAR

## Outlook Mobile Application

### 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’s name**.
- Select the check mark, this will put your request on your calendar and the room calendar.

### 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’s name**.
- Select the check mark, this will put your request on your calendar and the room calendar.

**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.**