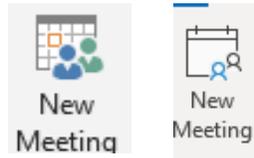


How to Submit Room Request(s) in DLAR

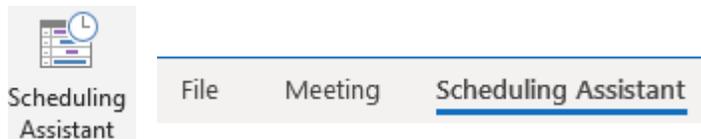
Windows Outlook Desktop Application

- Go to Calendar, select New Meeting.

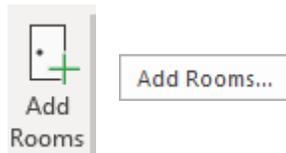


- Select date start time and end time.

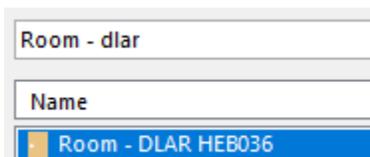
- Select Scheduling Assistant.



- Select Add Rooms.



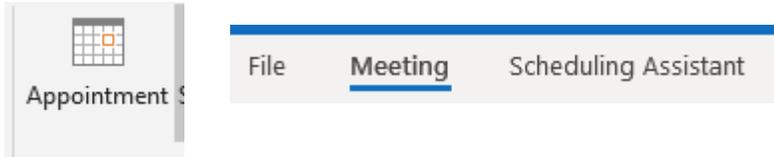
- Type in Room – DLAR, scroll and select the specific room building and number.



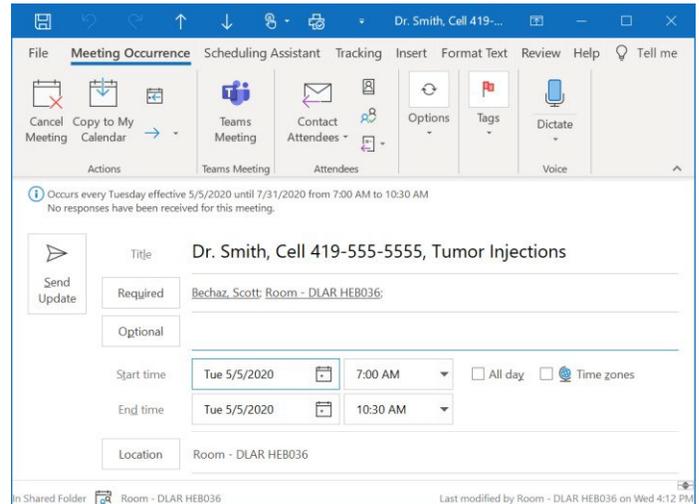
- Select the Rooms Tab to add the room and hit OK.



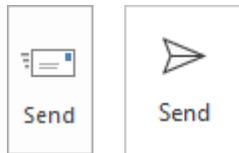
- Go to the Appointment or Meeting tab.



- Select Title and type in your **PI 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.