## Room/resource booking in The Laboratory Animal Facility, Skou

- 1. Open Outlook
- 2. Click on the 'Calendar' icon in the bottom left corner



3. Choose 'New Appointment' from the top left corner



- Enter the date on which you want to make a booking and enter a start and end time. In the 'Subject' field you should enter your name and contact information (email or preferably phone number).
- 5. Click 'Scheduling Assistant'

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End time	ma 22-06-2020		13:00	<b>.</b>	]		

6. Choose 'Add Rooms' in the bottom left corner

Add Attendees Options •	Start time	ma 22-06	-2020	 12:30	-
Add Rooms	End time	ma 22-06	-2020	 13:00	-

7. In the Address Book drop-down menu, change the address from 'All Rooms' to 'Global Address List'



- 8. Type '1115-' in the search field and press 'Go'
- 9. Mark the room or resource that you want to book, and click 'Rooms ->' in the bottom left corner of the pop-up window, then click 'OK'

× Select Rooms: Search Results - Global Address List Search: O Name only O More columns Address Book 1115-Search Results - Global Address List Advanced Find Go  $\sim$ Name Title Business Phone Lo 1115-K17A Lab bench 1 (rat) ۸ . 1115-K17A Lab bench 2 + downdraft (rat) 😇 1115-K17A Lab bench 3 (rat) 🛱 1115-K17A LAF (rat) 1115-K17B Prep room Behaviour (rat) 1115-K17C Behaviour C (rat) 1115-K17D Behaviour D (rat) 1115-K18A IVIS 1115-K18B Class 2 lab 1115-K20 Fume Hood 1, terminal procedures 🗊 1115-K20 Fume Hood 2, terminal procedures 😇 1115-K2 1115-K20 Lab bench 2 + downdraft, terminal proced... 1115-K20 Lab bench 3, terminal procedures 🗊 1115-K20 Lab bench 4 + downdraft, terminal proced.. 1115-K21A Metabolism room 10 KO10 Elaw /m 1115-K20 Lab bench 1, terminal procedures Rooms -> ОК Cancel

10. Check that the room or resource is available at the requested time, then click 'Appointment'

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- 11. Click 'Send' and you will receive a reply from the room/resource with an acceptance if the room/resource is available
- 12. Please remember to delete or shorten your appointment if you will no longer be using it for the time booked