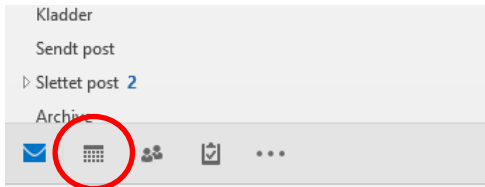
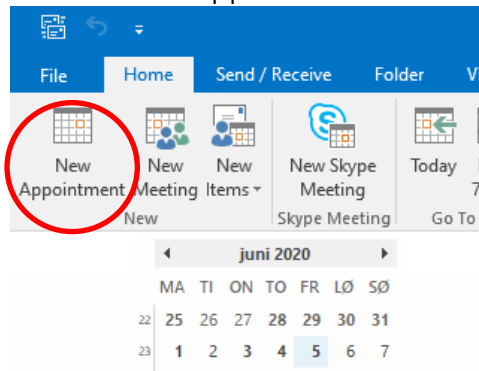


Room/resource booking in The Laboratory Animal Facility, Skou

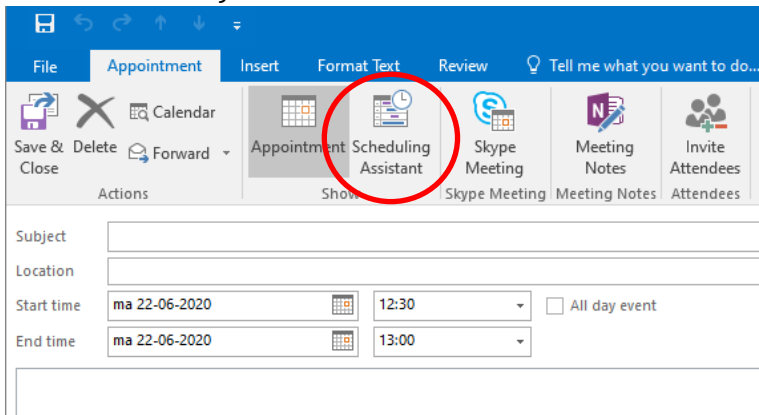
1. Open Outlook
2. Click on the 'Calendar' icon in the bottom left corner



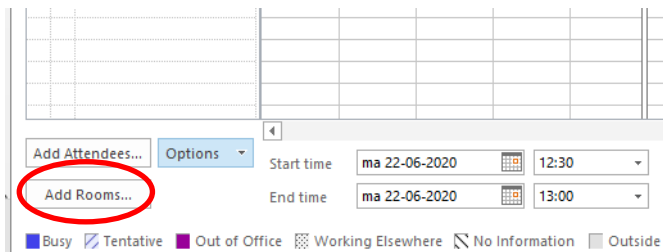
3. Choose 'New Appointment' from the top left corner



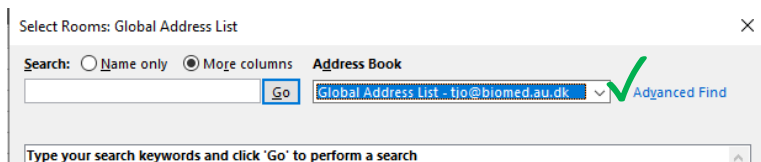
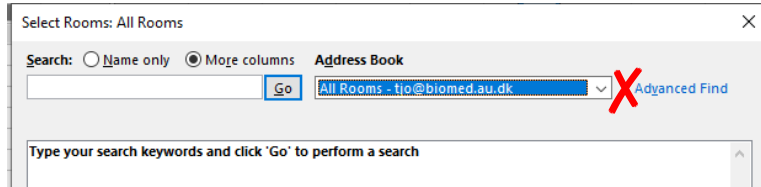
4. Enter the date on which you want to make a booking and enter a start and end time. In the 'Subject' field you should enter your name and contact information (email or preferably phone number).
5. Click 'Scheduling Assistant'



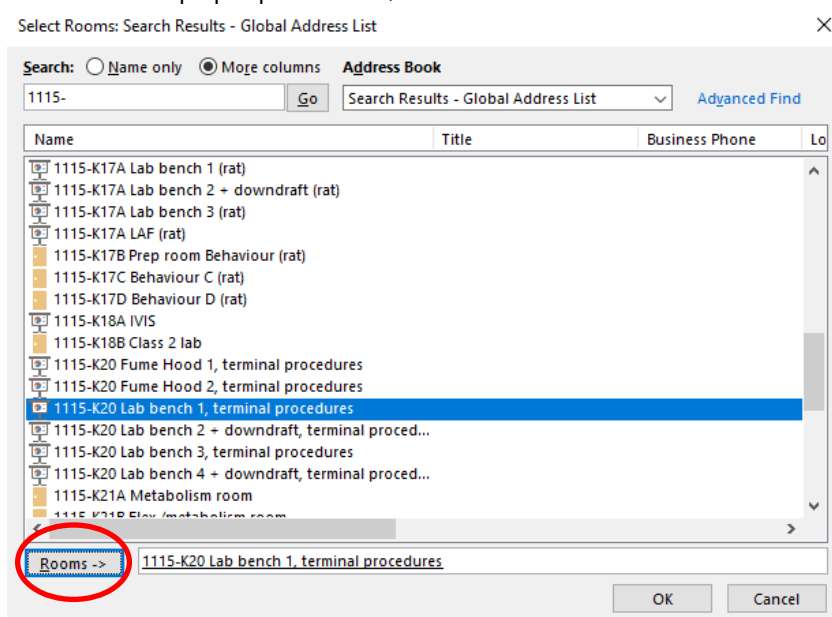
6. Choose 'Add Rooms' in the bottom left corner



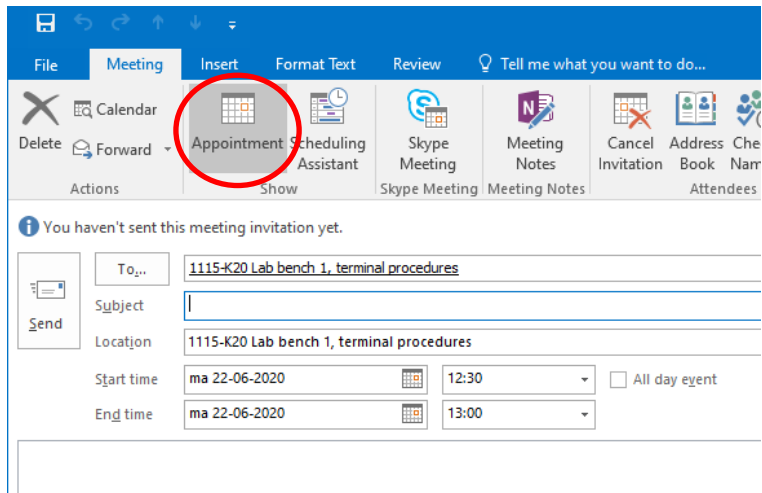
7. In the Address Book drop-down menu, change the address from 'All Rooms' to 'Global Address List'



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'



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



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