Outlook 2013:
Scheduling Labs

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Scheduling Labs

When you want to schedule your class for a computer lab, you will need to use the Calendar available in Outlook 2013. Labs available for scheduling are:

- Lab 3160 (Capacity 24)
- Lab 3165 (Capacity 28)
- Lab 3186 (Capacity 18)
- Lab 3195 (Capacity 24)
- Lab 3210 (Capacity 18)
- Lab 3245 (Capacity 24)
- Lab 3250

1. Open Outlook.
2. Click Calendar in the bottom left corner.
3. Right click on Shared Calendar, select Add Calendar and then select Open Shared Calendar.
4. Select Name.
5. Select the lab from the list.
6. Select **OK** twice and you will see the lab’s calendar in your calendar view.
7. Select **Schedule View** on the Home tab.
8. Double-click the day and time you would like to start your meeting.
9. The appointment window will open so that you can adjust the start/end times.
10. Enter a **Subject**.

11. Adjust the **Start time** and **End time**, if needed.

12. Click **Send**.

13. The meeting will appear on your calendar and show as tentative on the lab’s calendar.

14. You will receive a confirmation email once your meeting request has been approved.