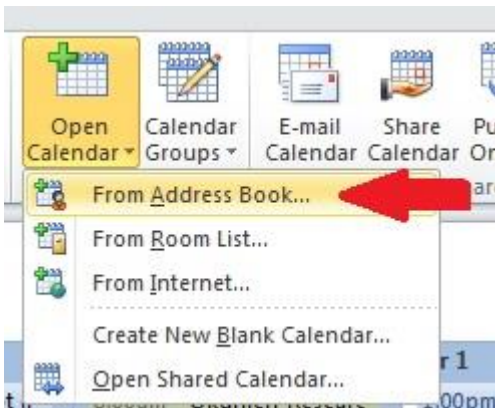


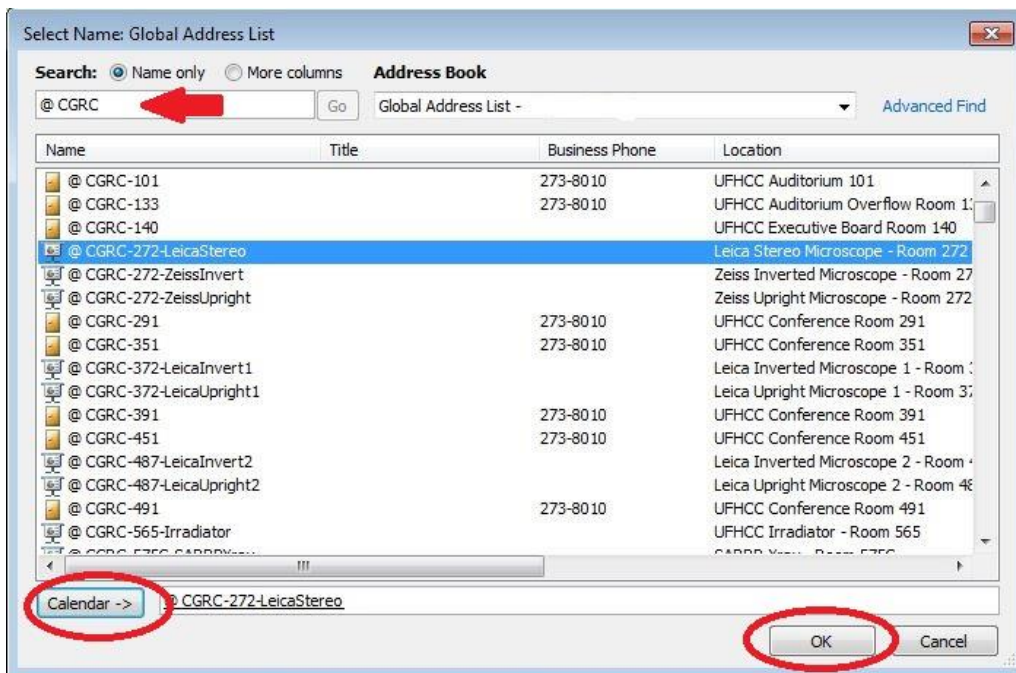
CGRC Equipment Calendars

This information explains just one of the many ways to view an equipment calendar and add an appointment to reserve the equipment. You are free to access the calendars using any method you are comfortable with. If you are familiar with viewing another person's calendar or a shared calendar in Outlook, the equipment calendars can be viewed in the same manner.

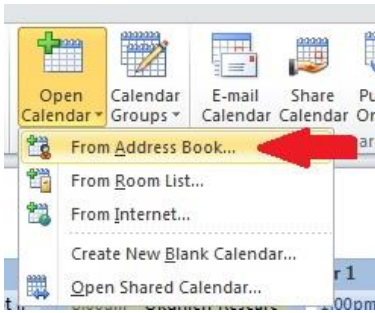
To view a room calendar in Outlook and check availability, select "Open Calendar" from the Menu bar at the top of the window and then select "From Address Book"



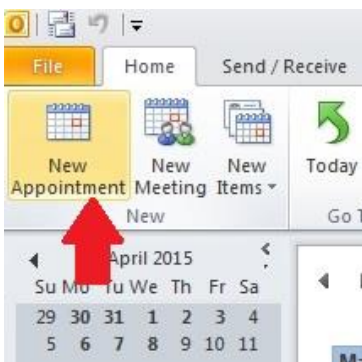
In the search field, type "@ CGRC" to see the list of rooms. Be sure to include the "space" between "@" and "CGRC" or the search will not return the desired results. Select the equipment calendar that you wish to view and then click "Calendar" at the bottom of the window and then click "OK".



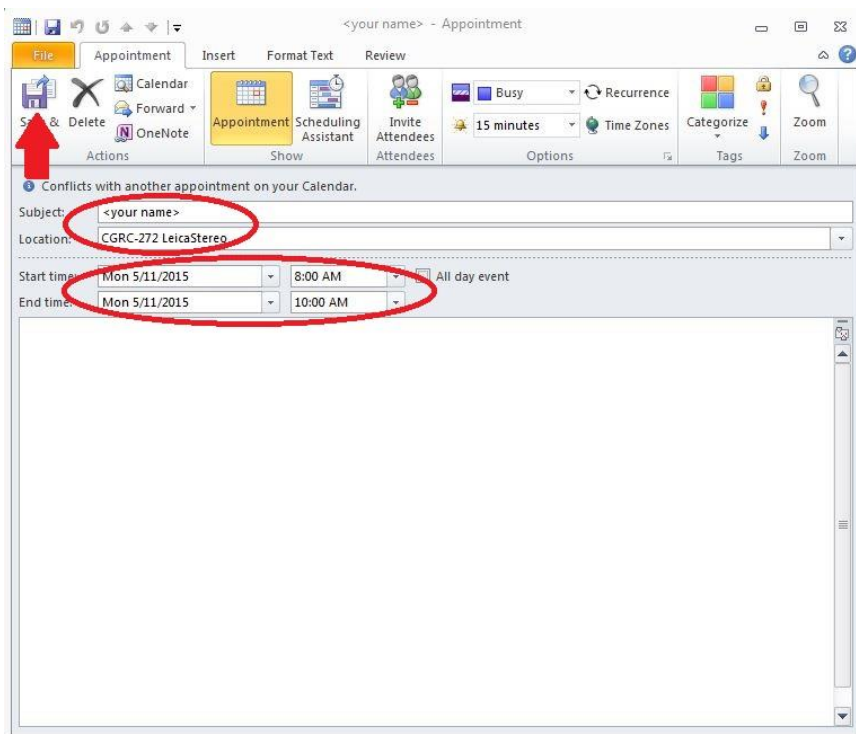
The calendar should now be present in your list of calendars on the left side of your calendar window. Be sure that the calendar is checked and you should now be able to view the calendar and check availability.



To request a room reservation, select "New Appointment" from the Menu bar at the top of the window and then select "New Meeting" in the dropdown menu.



Type your name in the "Subject" field, the equipment info in the "Location" field and set the "Date" and "Time" that you are reserving in the appropriate fields as shown below. Confirm that all of your information is correct and then click "Save & Close".



Your equipment reservation is now showing on the equipment calendar.

◀ ▶ May 10 - 16, 2015

	10 Sunday	11 Monday	12 Tuesday	13 Wednesday
8:00		<your name> CGRC-272 LeicaStereo		
9:00				
10:00				
11:00				
12 pm				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				
7:00				

- If you have any questions regarding the CGRC Equipment reservations you may contact Greg Tyler tylerg@ufl.edu. Phone # (352) 273-8263