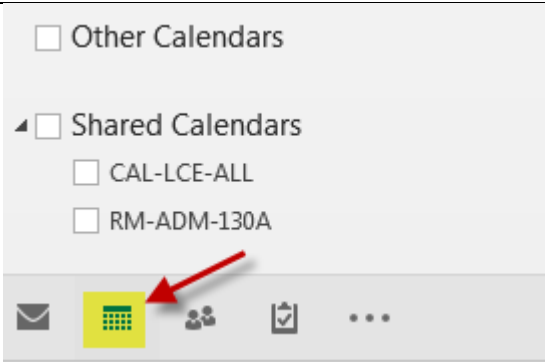
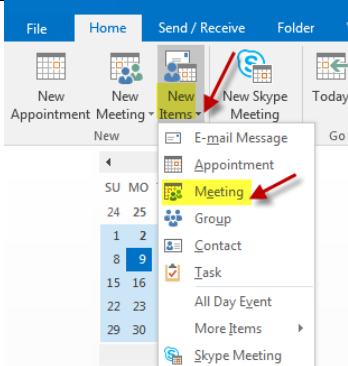


| | | | | |
|---|---------------------|----------------------|-----------------|------------------------|
| Title: How to Schedule Equipment | | | | |
| | | | | |
| | Author/Owner | Peer Reviewer | Approver | Effective Date: |
| Name: | Nurose Mohamed | | | Review Date: |
| Title: | Sr. System Engineer | | | |
| Date: | 05/09/2016 | | | |
| Signature: | | | | Supersedes: |

| Procedures | Screenshots |
|--|--|
| <p>1. From Outlook select the Calendar icon on the left bottom of your screen</p> |  |
| <p>2. Have the requestor create a meeting from their calendar by selecting:</p> <ul style="list-style-type: none"> a. New Items b. Meeting |  |

3. Type the following:

- a. Click the **To:** field
type the name of the equipment
- b. Type **Subject** of the meeting
- c. Click on **resources**
to select
- d. Select **OK**
- e. Select **Send**

4. An email will be sent to the delegates of the reservation to Accept or Decline the request

5. You will receive notification whether your request has been accepted or declined.

The screenshot shows the Outlook 'Appointment' window and the 'Select Attendees and Resources: Global Address List' dialog box. Red arrows and numbers 1-4 indicate the steps for adding resources to a meeting.

Appointment Window:

- To:** (Empty field)
- Subject:** (Empty field)
- Location:** (Empty field)
- Start time:** Wed 5/11/2016 8:00 AM
- End time:** Wed 5/11/2016 8:30 AM
- Buttons:** Send, Cancel, Address Book, Check Names, Options

Select Attendees and Resources: Global Address List Dialog:

- Search:** Name only (selected), More columns
- Address Book:** Global Address List - Nurose.Mohamed@fbisd.edu
- Search text:** eq (Arrow 1 points to this text)
- Results Table:**

| Name | Title | Business P... | Location | Department |
|----------------|-------|---------------|----------------------------------|-------------|
| EQ-BGE-IPADC01 | | | BGE - Jolene Defranco | |
| EQ-BGE-IPADC02 | | | BGE - Jolene Defranco | |
| EQ-BGE-IPADSET | | | BGE - Jolene Defranco | |
| EQ-LCE-IPADC01 | | | LCE iPad Cart 1 Schedule - Ol... | LCE - Olive |
| EQ-LCE-IPADC02 | | | LCE iPad Cart 2 Schedule - Ol... | |
| EQ-ME-IPADC01 | | | ME - iPads - Shelly Puckett | |
| EQ-MGE-IPADC01 | | | MGE - Tammy Schmitz | |
| EQ-MGE-IPADC02 | | | MGE - Tammy Schmitz | |
| EQ-PE-IPADC01 | | | PE iPad Cart 1 Schedule - Jen... | |
| EQ-PE-IPADC02 | | | PE iPad Cart 3 Schedule - Jen... | |
| EQ-PE-IPADC03 | | | PE iPad Cart 3 Schedule - Jen... | |
| EQ-RDE-IPADC01 | | | IPad Cart 1 Schedule - Monic... | |
| EQ-RDE-IPADC02 | | | IPad Cart 2 Schedule - Monic... | |
- Buttons:** Required ->, Optional ->, Resources -> (Arrow 3 points to this button), OK (Arrow 4 points to this button), Cancel