Reserving equipment using Microsoft Outlook

Step 1: Open meeting
1) Click the “new meeting” tab in the outlook calendar
Step 2: Open the search box

1) In the “Subject” box, enter the user and project information
2) Click the “To” box to open the searchable list or resources

Step 3: Verify the correct Address Book

1) Under Address book, select “Global Address List” to make sure you’re looking at the most recent schedule
Step 4: Find and Select your resource

1) In the search box, enter “NDSU ME”
   1) This brings up a list of ME resources - some departmental equipment and some test equipment

2) The list currently has calendars for the following pieces of equipment (Red Arrows)
   1) Instron 5567 load frame
   2) MTS Criterion load frame (new one)
   3) MTS Servo hydraulic Load frame
   4) TA Q800 DMA
   5) TA Q20 DSC

3) Select the equipment you want to schedule and click the “Required” box

Step 5: Set Date and Time

1) Click on the “scheduling Assistant” tab to see when the machine is available.

2) Select the time frame you’d like by entering the information in the “Start time” and “End Time” at the bottom of the window

3) Click “send” to schedule the time
Step 6: Confirm

1) After clicking “Send” you should receive an email similar to the one shown here indicating the date and time of your appointment. If the equipment is already scheduled, you’ll get a “Declined” instead of “Accepted” at the top.

2) Review the details and correct if required by opening the meeting from your calendar.

Reserving equipment using Office 365
Open office 365
From the NDSU webpage,
Online services,
Webmail

Go to Calendar
Click the blue box in the upper left corner
Click on calendar
Add a meeting
Click on the “new” button at the top of the page.

Find resources/tools
Type “NDSU ME”
Click “Search Directory”
Select Resources/Tools
You will see a list of NDSU ME tools/resources pop up.
Select the tool you want and double click it.

Add Meeting Details
Add a meeting title – if you need special accommodations such as LN2 or extensometers, put it here. If you do need these accommodations, Add Rob Sailer to the attendees list as well.
Set your date and time you’ll be using it
Verify that you have the “request responses” box checked. If the tool is already booked, you will get a meeting denial.
Click “send”
Confirm Signup

You should get an email with acceptance or denial of the signup.

You should also have the meeting appear in your calendar to remind you that you signed up.

To modify the meeting simply double click it and the details tab will appear.

You can also invite others to attend if you wish.