

Reserving a Computer Lab or Equipment

NYA has various labs and computer equipment available for use, but to prioritize competing requests, it is necessary to reserve those labs and equipment ahead of time. In Microsoft Outlook, we use various calendars to make those reservations. Follow the instructions below to view the schedules and make a reservation.

1. In Outlook, look at the list of options on the bottom left of your screen. Click once on **“Folder List”**. See graphic below the instructions for help.
2. In the list of folders and email boxes in the top left (just above the box in Step 1), you should see the text **“Public Folders – your email address”**. Double-click on that text to open up the public folders.
3. Double-click on **“All Public Folders”**.
4. Double-click on **“Labs and Equipment”**.
5. Click on the desired lab or item to view its reservation calendar.
6. Use the arrow buttons at the top left to navigate through the months or weeks (depending on the view selected).
7. To reserve a time on the calendar, **find the day and double-click on it**. This should open an “Untitled – Appointment” box.
8. In the subject line of the appointment, please identify the faculty or staff member and the class or activity making the reservation. Be sure to accurately enter the start and end time for your reservation.
9. Be sure to **click “Save & Close”** at the top left of the Appointment creation box. Your reservation should now appear in the calendar.