Online Equipment Scheduling – College of Architecture and Design

Overview

Equipment such as laser cutters and pin-up boards can be scheduled by all faculty, staff, and students. The instructions below are for scheduling equipment through the Office 365 web interface. (Note that any students using the Gmail web interface for their UTK VolMail account will need to use the Office 365 web interface instead for equipment scheduling only.)

The following pieces of equipment be scheduled:

CoAD_FAB_Laser1	FABLAB	CoAD_AA_Laser1	AA Bldg. (coming soon)
CoAD_FAB_Laser2	FABLAB	CoAD_AA_Laser2	AA Bldg. (coming soon)
CoAD_Pinboard_Group1	AA Bldg.	CoAD_AA_Laser3	AA Bldg. (coming soon)
CoAD_Pinboard_Group2	AA Bldg.	CoAD_AA_Laser4	AA Bldg. (coming soon)

See "IMPORTANT NOTES FOR SPECIFIC EQUIPMENT" below for specifics and restrictions on equipment reservations.

This equipment can also be scheduled through a Microsoft Outlook client. Those needing help with their Outlook client should contact either Jeff Wilkinson (jwilkin3@utk.edu) or Don Swanner (dswanner@utk.edu).

Instructions for Reserving Equipment through the Office 365 Web Interface

PLEASE NOTE: After successfully reserving a piece of equipment, you should receive an email confirmation of the reservation. **No email confirmation means no reservation.**

Login to your UTK Office 365 account, which is accessible from the UTK homepage
Username = *your UTK email address*
Password = *your UTK email password*

Change to **Calendar** view
Click the "grid' icon in the upper left and choose **Calendar** from **All apps**.

Viewing Equipment Calendars

You will want to view a piece of equipment's calendar in order to quickly determine if it is available at any given time. Equipment calendars are listed in the left sidebar of the Office 365 web interface. If the piece of equipment you want to schedule is listed in the sidebar, you can skip ahead to **Scheduling Equipment** below. If you don't see any of the pieces of equipment above listed in the left sidebar, you'll want to add them to the sidebar using the following one-time procedure:

In the left sidebar click **Import Calendar** and choose **From Directory** in the resulting **Import Calendar** dialogue. In the **Add calendar from directory** field , begin typing the equipment name exactly as it is listed above. Click to select the equipment once it is found, then click **Add**.

The equipment should now be listed in the left sidebar. Repeat as necessary to add additional pieces of equipment.

Scheduling Equipment

Click a piece of equipment in the left sidebar to open its calendar. If there is an opening on the equipment's calendar that meets your needs, you're ready to reserve the equipment. (It helps to select **Week** from the calendar view options pull-down in the upper right.) First, be sure that your calendar (not the equipment's calendar) is active by clicking on your calendar (probably just called **Calendar**) in the left side bar and be sure there is a check mark by it.

With your calendar active, click the **New Event** icon in the upper left. This will open the **Calendar** dialogue.

> In the **Add a title for the event** field, enter the names of users reserving the equipment.
>> In the **Invite Attendees** field, begin typing the equipment name exactly as it is listed above. Click to select the equipment once it is found.
>>> Enter the starting and ending dates and times in their respective fields.
>>> Click **Send** in the upper left.

IMPORTANT: You should receive an email confirmation of the reservation. **No email confirmation means no reservation.**

IMPORTANT NOTES FOR SPECIFIC EQUIPMENT
Note the following specifics / restrictions on equipment reservations:

<u>Laser Cutters</u>
1. Maximum of 2 consecutive 30-min time slots
2. Maximum of 2 hours reserved per day
3. Maximum of 6 hours reserved per week

<u>Pin Boards (2 groups – 8 boards per group)</u>
1. Return all pin boards to the location just outside of the shop after use. (Consider reserving enough time to have students assist setting up for use and returning.)
2. Return all lights and extension cords along with the pin boards.
3. Maximum of 24 hours per reservation.