

Guide: Laboratories in Outlook

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Outlook-app

You can access the calendars for laboratories and equipment using the Outlook app on your computer or mobile device (phone, tablet, etc.).

Users

Users can book laboratories or equipment by creating an appointment in their calendar as usual, where the laboratory and/or equipment is specified as the “Location” in the appointment.

Users are the employees and students who have been granted access to book laboratories or equipment by the LAB manager.

Save the calendar for the laboratory or equipment in your calendar list.

Save laboratories and equipment in the calendar list in Outlook so that you can easily access them when you need to check if the laboratory is available or book it.

- Computer:
 - Open Outlook.
 - Go to “Calendar”.
 - Select the calendar group you want to have the calendar for the laboratory or equipment saved in.
 - Right-click on the name of the calendar group.
 - In the menu, select “Add Calendar” and “From Local List”.
 - Search for the laboratory/equipment you are interested in.
 - All laboratories and equipment in Odense start with “OD TEK LAB [name of laboratory] [name of equipment]”.
 - Select the laboratory/equipment.
 - The calendar for the laboratory/equipment is now in your list of shared calendars.
- Mobile device:
 - Open Outlook.
 - Go to “Calendar”.
 - Select settings (the icon with your picture in the upper left corner).
 - Select “+”.
 - Select “Add a shared calendar”.
 - Search for the laboratory/equipment you are interested in.
 - All laboratories and equipment in Odense start with “OD TEK LAB [name of laboratory] [name of equipment]”.
 - Select the laboratory/equipment.

- The laboratory/equipment now appears on the calendar list on your phone.

Book laboratories or equipment

Only employees or students with the right to book can book laboratories or equipment. Booking is done in the same way as a meeting.

- Computer:
 - Open Outlook.
 - Go to "Calendar".
 - Create an appointment or meeting in your own calendar.
 - Click on "Location".
 - Type the name of the laboratory/equipment in the search field.
 - Select the desired laboratory/equipment from the list and click "OK".
 - Save the appointment.
- Mobile device:
 - Open Outlook.
 - Go to "Calendar".
 - Create an appointment or meeting in your own calendar.
 - Click on "Location".
 - Select "Browse with location search".
 - Enter "OD-LABS" as the "building", find the laboratory/equipment in the list and select it.
 - Click the checkmark in the upper right corner.
 - Save the appointment, and your booking will now appear in your own calendar and the calendar for the laboratory/equipment.

Check if laboratories or equipment is available.

All employees and students can check if laboratories or equipment are available.

- Computer:
 - Open Outlook.
 - Go to "Calendar".
 - Click on the laboratory/equipment in the list of shared calendars.
 - The calendar for the laboratory/equipment is now displayed on your screen.
- Mobile device:
 - Open Outlook.
 - Go to "Calendar".
 - Select settings (the icon with your picture in the upper left corner).
 - Select the laboratory/equipment from the list of shared calendars.
 - If you want to see bookings of the laboratory/equipment, select it from the list. Bookings will now appear on the calendar in the color you have chosen for the calendar.
 - Optionally, turn off the display of your own calendar (uncheck "Calendar"), so you only see the calendar for the laboratory/equipment. It gives you a better overview of the calendar.