Online Equipment Scheduling – College of Architecture and Design

Overview

Equipment such as laser cutters and e-pin 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_Pinboard_Group1	AA Bldg.
CoAD_AA_Laser	AA Bldg.	CoAD_Pinboard_Group2	AA Bldg.
CoAD_AA_Laser2	AA Bldg.		

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 (wilkin3@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.

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.