How to use Outlook to make a Booking

STEP 1: Open the “SEIT Student Mech Workshop” shared Calendar
STEP 2: Create a New meeting request WITH → SEIT Student Mech Workshop

STEP 3: Put in the Details and click send.

Subject: Put in a title for what you will be doing
Location: Put in what Machines/Tools you need to use
Body: Put in Details of what you will be doing and need assistance with.
How to use Outlook Web App to make a Booking

http://owa.adfa.edu.au/exchange

STEP 1: Open the SEIT Student Mech Workshop shared Calendar
STEP 2: Create a Meeting in your Own Calendar NOT the Student Mech Workshop

Double Click Your Own Calendar

STEP 3: In the Scheduling Assistant tab, Add SEIT Student Mech Workshop

Enter: seit student
STEP 4: Put in the Details and click send.

**Subject**: Put in a title for what you will be doing  
**Location**: Put in what Machines/Tools you need to use  
**Body**: Put in Details of what you will be doing and need assistance with.

![An image of an email setup with the details filled out as follows:]

**Appointment**
- **To**: SEIT Student Mech Workshop

**Resources**
- **Location**: milling machine

**Start time**: Tue 25/09/2012 12:30 PM  
**End time**: Tue 25/09/2012 1:30 PM

**Reminder**: 15 minutes

**Body**: Need to mill 4 slots in 1mm thick aluminium
How to use Outlook Web App Light to make a Booking

http://owa.adfa.edu.au/exchange

STEP 1: Click on Calendar then New Meeting Request

STEP 2: In the To field Enter “SEIT Student” then click Check Names

STEP 3: In the Scheduling Assistant tab, Select the time you would like
STEP 4: Put in the Details and click send.

Subject: Put in a title for what you will be doing
Location: Put in what Machines/Tools you need to use
Body: Put in Details of what you will be doing and need assistance with.
1. For general details associated with the application of Building 18 Machine and Fabrication Workshop booking procedures within the school, refer to the School of Engineering and Information Technology (SEIT), Workshop Booking Process, Building 18 Machine and Fabrication Workshop SOP. For any general enquiries and advise in the application of this document please contact Technology Support Group Coordinator, on extension 88047.

[Signature]

Deputy Head of School (Technical Support)
School of Engineering and Information Technology

30 March 2015