Connection to “Chr Lab Booking” Calendar (Outlook 2003)

For Outlook 2007, go to page 6
For Outlook 2010, go to page 8

1) Request user permission by sending a request to k.s.k.kwa@ncl.ac.uk

2) Once permission is granted, go to Microsoft Office Outlook (please note that you need to do this twice - in the Outlook Client you use on campus and in the Outlook Client used on RAS).

3) From the options, select **Tools ➔ E-mail Accounts**

4) On the pop-up window, select **View or change existing e-mail accounts**. Click **Next >**.
5) Select **Microsoft Exchange Server** and then click **Change**

6) Click on **More Settings**
6) From the pop-up window, select the **Advanced** Tab, and then click **Add**.

![Microsoft Exchange Server window with Advanced Tab highlighted]

7) Enter **nkskk** and click **OK**.

![Add Mailbox window]

8) The **“Chr Lab Booking”** calendar should now be visible in your folder list.
To Book Slots

1) In order to book slots, go to the “Chr Lab Booking” calendar, highlight the slot you wish to book, right click on your mouse, and select New Appointment.

2) In the new window, type your initials followed by a “-” and then the equipment you would like to book on the Subject. For example, AB–Raman. Please use the convention below for the different equipment.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atomic Force Microscopy</td>
<td>AFM</td>
</tr>
<tr>
<td>Atomic Force Microscopy (Raman room)</td>
<td>rAFM</td>
</tr>
<tr>
<td>Raman</td>
<td>Raman</td>
</tr>
<tr>
<td>Noise setup</td>
<td>Noise</td>
</tr>
<tr>
<td>High frequency setup</td>
<td>HF</td>
</tr>
<tr>
<td>Submit 12K (IV/CV)</td>
<td>IV/CV</td>
</tr>
<tr>
<td>Teledyne (IV/CV)</td>
<td>Teledyne</td>
</tr>
</tbody>
</table>
**Instructions for Outlook 2007**

1) Request user permission by sending a request to k.s.k.kwa@ncl.ac.uk

2) Once permission is granted, go to Microsoft Office Outlook (please note that you need to do this twice - in the Outlook Client you use on campus and in the Outlook Client used on RAS).

3) From the options, select **Tools → Options**

4) On the window, select **Mail Setup** Tab and click **E-mail Accounts**.
5) Click on **Change**.

6) Continue to **Step 6** on page 2.
Instructions for Outlook 2010

1) Request user permission by sending a request to k.s.k.kwa@ncl.ac.uk

2) Once permission is granted, go to Microsoft Office Outlook (please note that you need to do this twice - in the Outlook Client you use on campus and in the Outlook Client used on RAS).

3) Click on File → Info → Account Settings → Account Settings…

4) Select E-mail tab and click on Change

5) Continue to Step 6 on page 2.