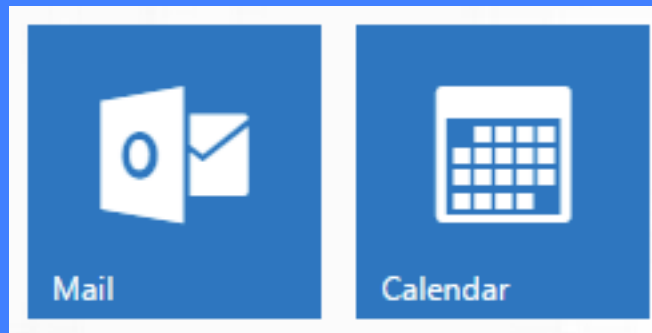


Laboratory Booking Guide



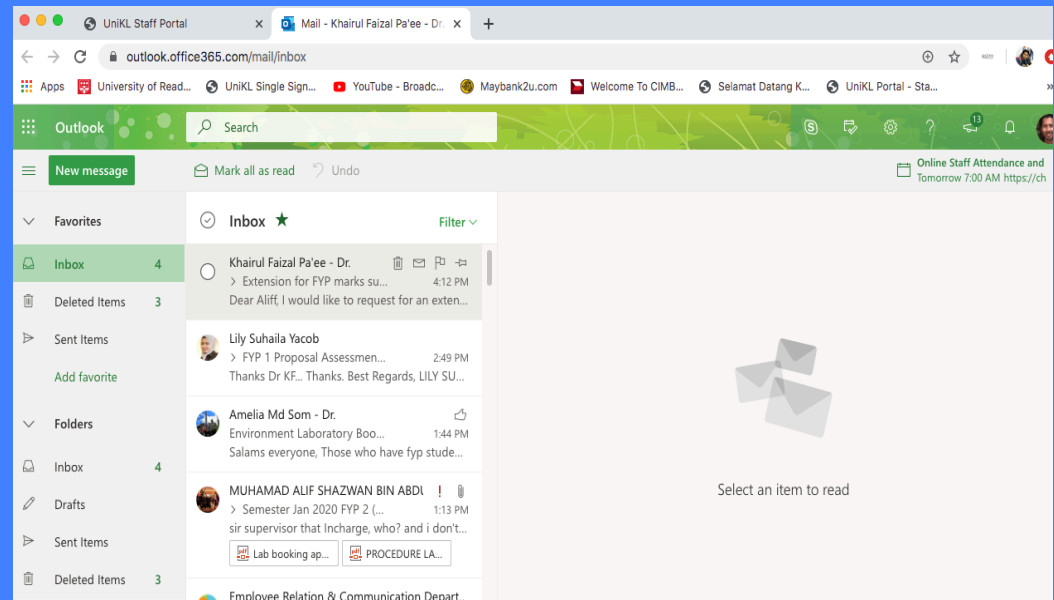
Easy Guide Using Microsoft Calendar

Final Year Project Unit

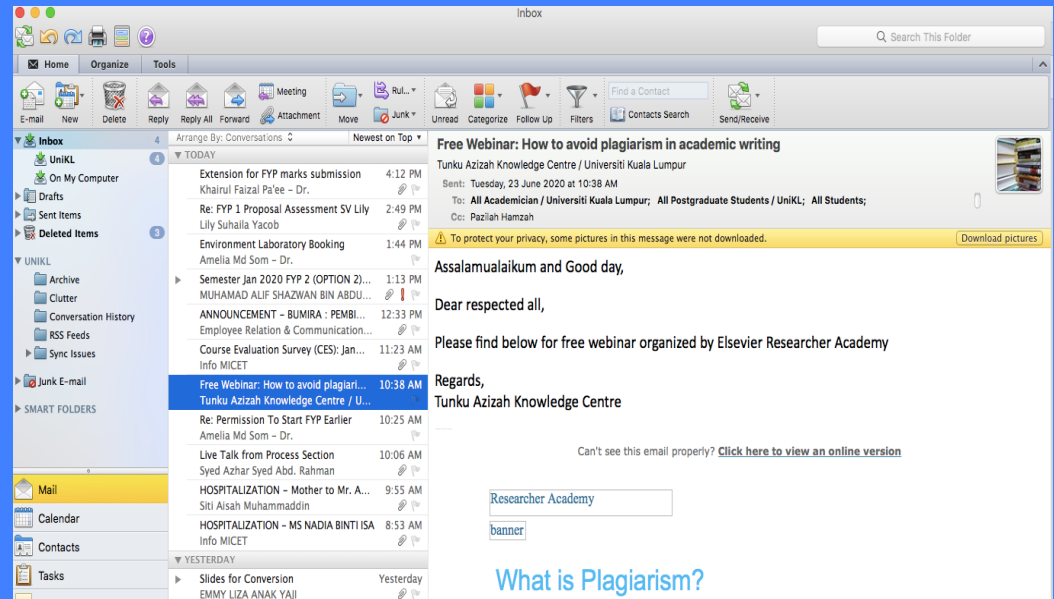
STEP 1: Log in to MS Outlook

You can use either of these **TWO (2)** platforms:

1. Using the webmail (UniKL Portal)
2. Installed MS outlook (UniKL OneDrive)



Webmail MS Outlook Platform



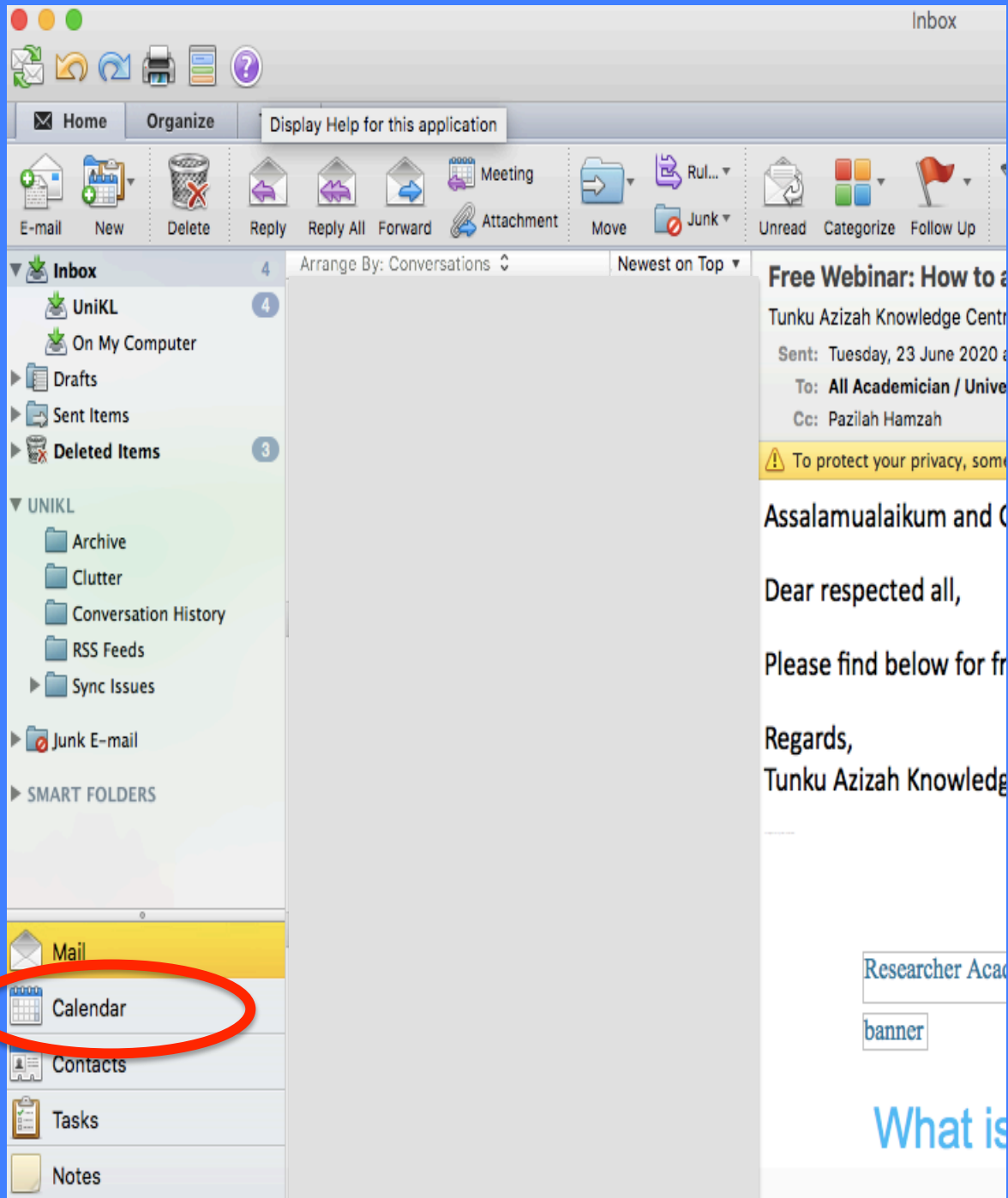
Installed MS Outlook Platform

STEP 2: Getting into MS Calendar (Installed Outlook)

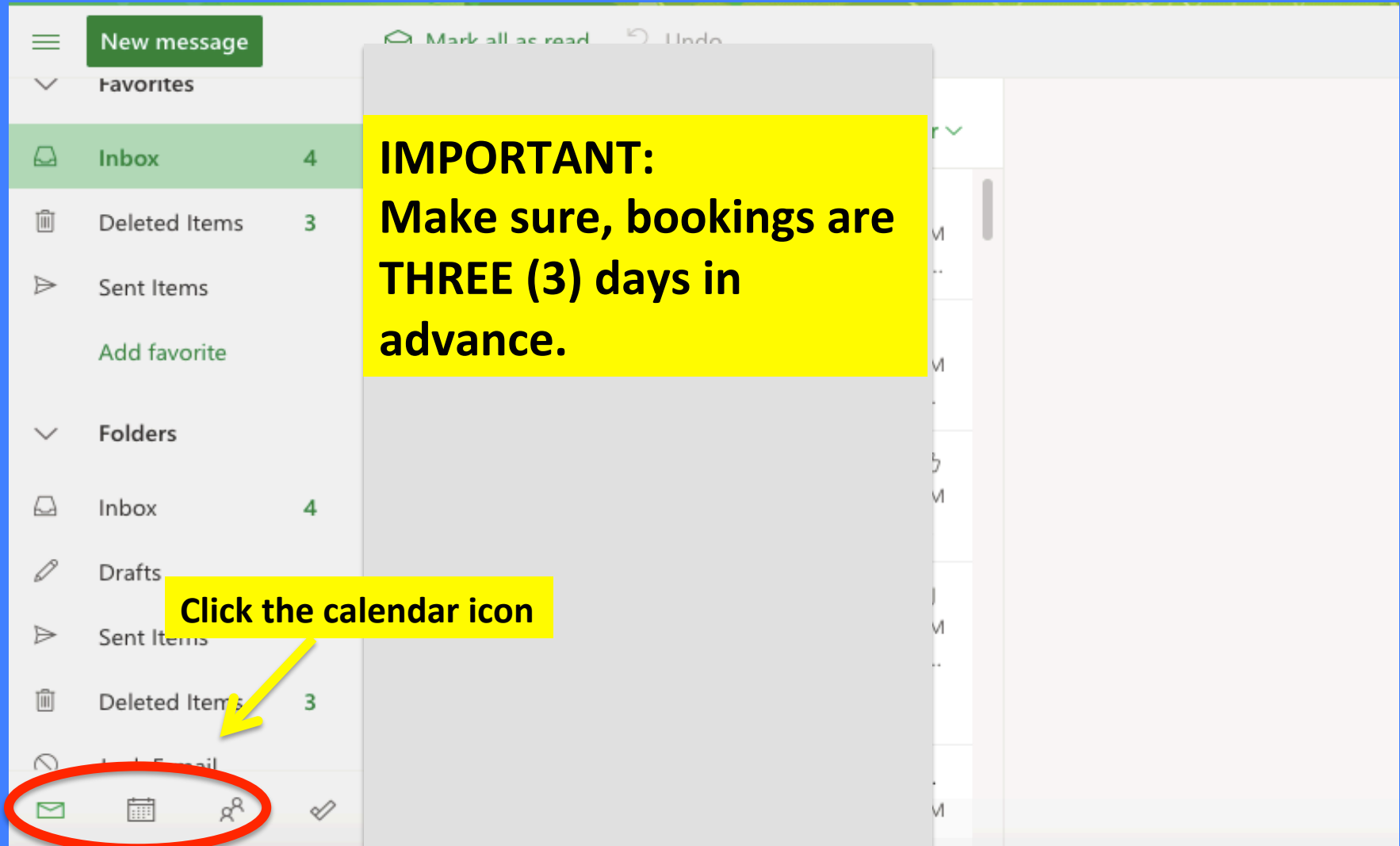
IMPORTANT:

Make sure, bookings are **THREE (3) days in advance**.

Click the calendar icon



STEP 2: Getting into MS Calendar (Webmail Outlook)



STEP 3: Select Date & Click “New Event” (Webmail Version)

The screenshot shows the Outlook Webmail interface. At the top, there is a green header bar with the Outlook logo, a search bar, and various icons. Below the header, there is a navigation bar with a 'New event' button highlighted by a red circle. A blue arrow points from this button to a yellow box containing the text 'Select Date & Click New Event'. The main area displays a calendar for July 2020. The calendar view shows a grid of dates from Sunday to Saturday. The date July 1st is highlighted with a green background. A red circle is drawn around the date '1' in the calendar grid. On the right side of the calendar, there is a detailed view for Wednesday, July 1st, showing a list of events: '12:00 AM Request to enter food lab' and '7:00 AM Online Staff Attendance and ...'. The interface also includes a 'Today' button, a 'Month' view selector, and 'Share' and 'Print' options.

Outlook

Search

New event

Today ↑ ↓ July 2020

Month Share Print

Select Date & Click New Event

July 2020

S M T W T F S

28 29 30 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Add calendar

My calendars

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Jun 28 55° 29 30 Jul 1 2 3 4

7 AM Online 7 AM Online 12 AM Request 12 AM Request 12 AM Request 7 AM Online 7 AM Online

7 AM Online 7 AM Online 7 AM Online 7 AM Online 7 AM Online 10 AM FYP Jan

5 6 7 8 9 10 11

7 AM Online 7 AM Online 7 AM Online 7 AM Online 7 AM Online 7 AM Online

9:30 AM IEB Jan

12 13 14 15 16 17 18

7 AM Online 7 AM Online 7 AM Online 7 AM Online 7 AM Online 7 AM Online

9:30 AM INSTI

Wed, Jul 1

12:00 AM Request to enter food lab
8 hrs University Kuala Lumpur Malaysian I...

7:00 AM Online Staff Attendance and ...
7 hrs <https://checkin.unikl.edu.my>

STEP 3A: Enter Booking Details (Webmail Outlook)

Calendar

Send Discard Scheduling Assistant Busy Categorize Response options

Lab Booking July FYP2

Nor Arizam Kadir X Khairul Faizal Pa'ee - Dr. X

7/1/2020 8:00 AM to 1:00 PM All day

Free: No time suggestions found. [Open Scheduling Assistant](#)

Repeat: Never

Food Processing Lab

Remind me: 15 minutes before

Add a description or attach documents

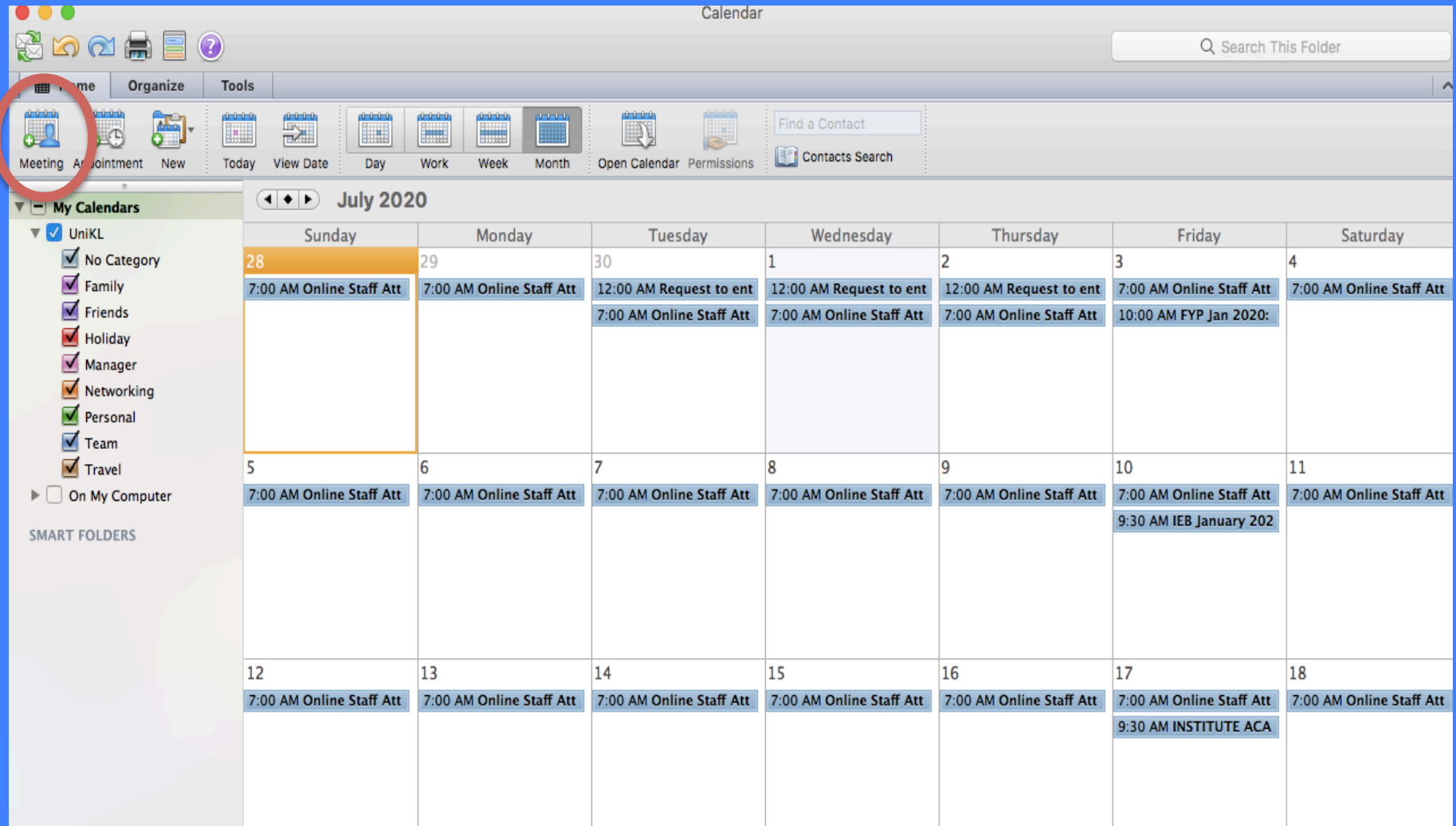
1. ID No.
2. Summary of Activity
3. Lab no./Lab name
4. Contact no. (mobile)
5. JSA/JHA reference no.

Click "Send" & Booking Completed

Supervisor
PIC lab/workshop

Date, time and lab venue

STEP 3: Click “Meeting” (Installed Outlook)



STEP 3A: Enter Booking Details (Installed Outlook)

Lab booking FYP2 July 2020 - Meeting

Meeting

Send Scheduling Cancel Status: Busy Reminder: 15 Minutes Recurrence Time Zone Request Responses

Click "Send" & Booking Completed

Supervisor
PIC lab/workshop

To: Nor Arizam Kadir Dr. Khairul Faizal Pa'ee

Subject: Lab booking FYP2 July 2020

Location: Food Processing Lab

Starts: 01/07/2020 8:00 AM Date, time and lab venue

Ends: 01/07/2020 1:00 PM

Duration: 5 Hours

Time zone: (UTC+08:00) Kuala Lumpur, Singapore

This invitation has not been sent.

Message Scheduling Assistant

- 1.ID No.
- 2.Summary of Activity
3. Lab no./Lab name
4. Contact no. (mobile)
5. JSA/JHA reference no.

What's Next

1. Supervisor Approval
2. PIC lab/workshop Approval

(Refer Lab Booking Procedure)

Important Notes:

1. Application is **3 DAYS** in advance.
2. Please make sure **complete information**.
3. If **cancellation** is needed, please inform the PIC as soon as possible.