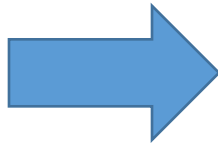
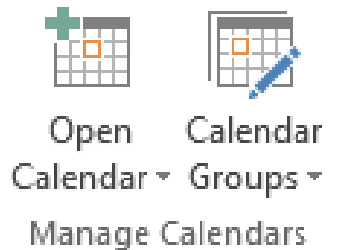


# Reserving an IFAR Laptop

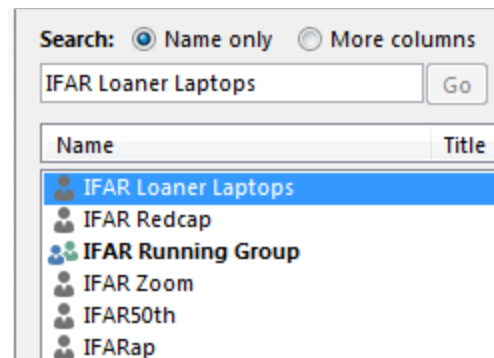
Summary: We have designed a new way to reserve the IFAR Laptops (A&B) by creating its own personal calendar on Outlook. You can add the “IFAR Loaner Laptops” calendar in order to view/reserve times available. The steps to reserve are:

## 1.) Add “IFAR Loaner Laptops” in your calendars:

Go to Open Calendar then  
Select “From Address  
Book”

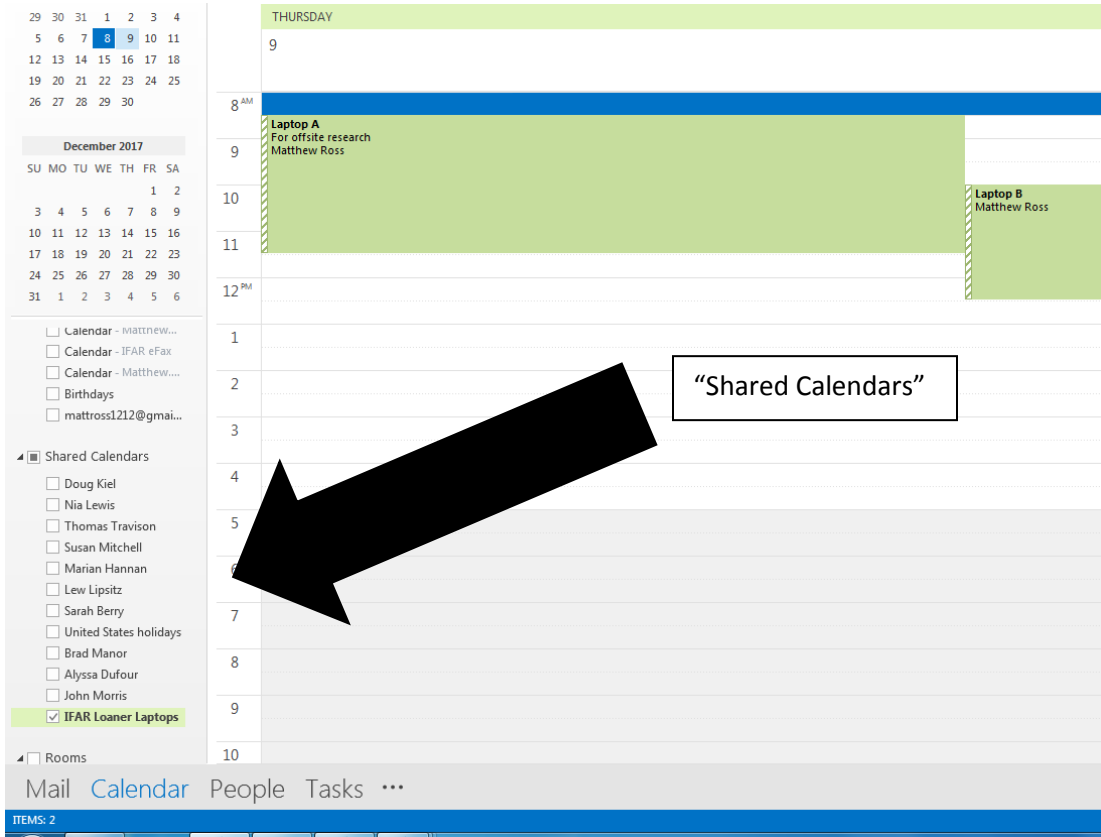


Next, search for “IFAR Loaner  
Laptops” and double-click to select.



## **2.) Make sure to view laptop calendar first to avoid conflicts!!**

3.) To view the “IFAR Loaner Laptops” Calendar, look for it in “Shared Calendars” (Pointed out below)



4.) If no conflicts, Go to your Calendar

5.) Start New appointment on personal calendar, then add “IFAR Loaner Laptops” as an attendee

6.) When reserving or signing out, please indicate which laptop you are taking (A or B) in the subject line. Ex.:

