# Appendix A: QDa Reservation calendar

The items and figures following provide ‘how-to’ in order to make reservations to use the QDa instrument.

1. Requirements
	1. You must be a member of the UNM email group: Mass Spec User UNM (massspecuserunm ‘at’ unmm.onmicrosoft.com)
	2. You MUST use web version of Outlook calendar for your UNM account. The Outlook windows app does not synchronize nor allow users to make events.
2. Procedure to make an instrument reservation
	1. Login to loboweb (my.unm.edu/home) or directly to lobomail
	2. Select the calendar icon at left
	3. Under your username, expand the dropdown arrow to show “groups”
	4. Select the Mass Spec User UNM calendar to enable view
	5. TAKE CARE to look at existing reservations!



* 1. Click on “new event” Enter your reservation information. Make sure to select the Mass Spec User UNM calendar and to hit save.

