

Chemistry Department Equipment Booking Instructions

Instruments available for use in the chemistry department are the Gas Chromatograph (GC), Fourier-Transform Infrared Spectrometer (FT-IR), Nuclear Magnetic Resonance Spectrometer (NMR), Microwave Plasma Atomic Emission Spectrometer (MP-AES), and High-Performance Liquid Chromatograph (HPLC). These resources are in rooms 8-419 and 8-420 and are listed in the booking system under the following descriptors:

- 8-419 GC
- 8-419 FTIR
- 8-419 NMR
- 8-419 MP-AES
- 8-420 HPLC

Prior to booking any of these instruments, 2 preliminary steps are required:

1. Instrument training must be provided. Please contact the Chemistry Lab Technician to arrange for training:
 - Jordan Wilbey
 - jordan.wilbey@unbc.ca
 - 250-960-5277
2. Your Supervisor must directly provide acknowledgement that they are aware of your intended use of the instrument. Please email this acknowledgement to the Chemistry Lab Technician.

Note: If you are taking a chemistry lab (i.e., CHEM 406/407) and have already received instrument training and permission from your Professor/Senior Lab Instructor and need to utilize these instruments outside of your regularly scheduled lab session, you do not need additional training or to contact a supervisor.

After training and Supervisor acknowledgment, your name will be added to the Chemistry Equipment Booking group to be able to proceed with booking an instrument.

Room Booking Using Outlook Desktop App

Steps may vary slightly depending on which version of Outlook (2016, 2019, 365) you're using.

1. Open Outlook
2. Go to Calendar Pane
3. Click "New Meeting"
4. Click "Rooms" (to the right of the location field)
5. Pick your desired chemistry resource & double click it (if not, make sure to change the "Address Book" dropdown to: "All Rooms"), then click "OK"
6. Finish the meeting as you would normally book one in Outlook

It may take 10-15 minutes, but you'll receive an email from the room either confirming your request or not. Please keep in mind that the meeting will be in your calendar regardless of the room being available; refer to the email as confirmation as to whether you can use the resource. Generally, access to the instruments will only be denied when it is already being used by another researcher or laboratories are in session. To view the full calendar of bookings for an instrument, once in Calendar view, right click on 'My Calendars', select Add Calendar – From Room List. Choose the calendar for the desired instrument and once added check the box next to the calendar name.

Room Booking Using Outlook Webmail

- 1) Go to office.com (<https://www.office.com/>)
- 2) Click "Sign in" in the top right
- 3) Enter your UNBC email (username@unbc.ca), and click "Next"
- 4) Enter your UNBC password, and click "Sign in"
- 5) Once logged in, open Outlook in the navigation pane on left of screen
- 6) Click the "Calendar" icon on navigation pane on left of screen (2nd icon from top)
- 7) Click "New Event" in top left
- 8) Fill out Event as desired, click the "Search for a room or location" text box, then click "Browse with Room Finder"
- 9) Pick your desired chemistry resource & click it.
- 10) Once you've finalized your meeting, hit "Send"

It may take 10-15 minutes, but you'll receive an email from the room either confirming your request or not. Please keep in mind that the meeting will be in your personal calendar regardless of the room being available; refer to the email as confirmation as to whether you can use the resource. Generally, access to the instruments will only be denied when it is already being used by another researcher or laboratories are in session.

To view the full calendar of bookings for an instrument, once in Calendar view, click on 'Add Calendar', select Add from Directory. Enter the name of the desired instrument calendar and select Add to My Calendars. Once added check the box next to the calendar name.

Room Access

Upon booking a time slot for an instrument, please contact the Chemistry Lab Technician or your Lab Instructor for access to the room. If you will need to access the equipment room often over an extended period, such as a Master's or PhD student, you may acquire a key card by filling out and submitting the Key & Access Device Request Form. This form can be found on the UNBC Facilities webpage, and the request will require approval of the Department Chair and Dean.