## Click Calendar near the bottom left corner of the Outlook window: First you will want to look at the current schedule. Click Add Calendar > From directory at the top of the window: Secondary calendar Holiday calendar From file From file From file From directory

• In the From directory line, type in the room/microscope/equipment that you would like to reserve, then open it.

Open calendar	Open calendar	
From directory:	From directory:	-
Internet calendar:	Nikon Tirf NikonTirf@uky.edu	×
<b>Open</b> Cancel	No additional results	
	Select C Clici	Calendar k Open

• The equipment/rooms available are:

**Option #1 - Using Outlook Web Browser:** 

Nikon Confocal Nikon Tirf Olympus Confocal Ivis Spectrum Ivis 50 060A1 Surgery Station N1 060A1 Surgery Station N2 060E Necropsy Station 060E Panoramic Imaging System 040D1 Surgery Station 040D1 Necropsy Station

• The calendar should now be in your Outlook Calendar collection to the left of your screen should look similar to the image below. Now you can now view the appointments already made and see times available.



How to Reserve MCC Imaging	Core Equipment & Sm	all Animal Imaging Facility Space	Page <b>2</b> of <b>4</b>
			-0

To reserve the equipment, click New:

• Add the following information and then send (top left) the request. Double check the information before sending!

⊕ New | ∽

3	🖾 Send   前 Discard 🛛 🕦 Attach 🛛 🄇	Ac	d Skype meeting Charm	<ul> <li>Categorize</li> </ul>	✓ L}			
[	Details PI Name - Include your PI's name for the Even	nt Title			🜉 Feedba	ick	People Required ✓ Nikon Tirf Type in the equipment that you would like to re	RΞ Lo
	Add a location or a room						Attendees, the equipment name should be inc	cluded. See below.
	Start Fri 12/15/2017 End	Feedback     People     RE     Required ✓ Nikon Tirf     Type in the equipment hat you would like to reserve here. Under     Attendees, the equipment name should be included. See below.     Type in the equipment name should be included. See below.     Attendees     Sort by ✓     Sort by ✓						
	Fri 12/15/2017		3:00 PM -	Private			Free	×
	<ul> <li>Time zone </li> <li>(Local time) Eastern Time (US &amp; Can</li> <li>Add or remove time zones</li> </ul>	12:0	Your time zone must be se reservation is recieived an under the appropriate time scheduling conflict arise.	et to Eastern Time (l d approved for the a e zone will have prior	JS & Canada) to ensure tha ppropriate time. Users that ity over those that do not sh	at your t request nould a		
	Repeat	Feedback People Required < Nikon Tirf Type in the equipment that you would like to reserve here. Under Attendees, the equipment name should be included. See below. 1200 PM 1200 PM 1200 PM Private Sort by < Nikon Tirf Nikon Tirf Nikon Tirf Sort by < Ites Sort by < Sort by < Nikon Tirf Nikon Tirf Sort by < Sort by  Sor						
	Never	•	Calendar	•				
	Reminder		Show as					
	None	-	Busy	*				

• You should receive an email back similar to the one below if it has been accepted or denied.

0       060E Panoramic Imaging System Today, 10:17 AM         Image: System Web 1/10/2018 1:00p - 3:00p Where: 060E Panoramic Imaging System         ✓       060E Panoramic Imaging System has accepted this event         Inbox         Your request was accepted.	×
When:       Wed 1/10/2018 1:00p - 3:00p         Where:       060E Panoramic Imaging System         O60E Panoramic Imaging System has accepted this event         Inbox         Your request was accepted.	🦻 Reply all 🛛 🗸
<ul> <li>060E Panoramic Imaging System has accepted this event</li> <li>Inbox</li> <li>Your request was accepted.</li> </ul>	
Inbox Your request was accepted.	
Your request was accepted.	
If your request was accepted, you are all set for your time allotment with the equipment. If your request was declined, your time has not by please note that the event will remain on your calendar unless you remove it yourself and send a cancellation. The denial email will give your time has not by it has been declined. You will need to submit a new appointment to book your time. Please contact Leif and Warren for any questions or co regarding equipment usage: Ima225@uky.edu   wrrumm2@uky.edu - Thank you!	been booked, ou details of why oncerns

## **Option #2 - Using the Outlook application:**

• Click Calendar near the bottom left corner of the Outlook window:



• Next, click Open Calendar, then From Address Book...



• The equipment/rooms available are:

060A1 Surgery Station N2
060E Necropsy Station
060E Panoramic Imaging System
040D1 Surgery Station
040D1 Necropsy Station

• Search the address book for the equipment that you'd like to use, double-click it, then click OK.

Select Name: Global Address List						×
Search:  Name only OMore colu O60	Go	Address Book Global Address List -		~	Advance	d Find
Name O60A1 Surgery Station N1 O60A1 Surgery Station N2 O60A1 Surgery Station O60E Necropsy Station O60E Panoramic Imaging System	Title		Business Pho	ne Lu	ocation	^
Calendar ->		_				>

• With the calendar added to your calendar list in Outlook you can select it there:

▷ ■ My Calendars
▷  ☐ Shared Calendars
Other Calendars     O60E Panoramic Imaging Sys
⊿ 🗸 Rooms
✓ 060A1 Surgery Station N1
060A1 Surgery Station N2
✓ 060E Necropsy Station
✓ 060E Panoramic Imaging Sy
as 🖓 …

- Now that the calendar is added and you can see times that are available, you can start reserving your time.
- Click on New Meeting



• You will be presented with the window below. You will want to fill out the fields highlighted below:

							Name - Ir	nclude your Pl	's nam	e for the Subject - Meeting				<b>—</b> —	
File	Meeting	Insert Format Text	Review	♀ Tell me w	hat you want to	do									
X Delete	🛱 Calendar 🕞 Forward 👻 Actions	Appointment Scheduling Assistant	Skype Meeting	Online Meeting TeamViewer	Meeting Notes Meeting Notes	Cancel Invitation	Address Book Atten	Check Respo Names Optio	onse ons *	Show As: Busy Reminder: Show As: Coptions	Time Room Zones Finder	Categorize	<ul> <li>Private</li> <li>High Importance</li> <li>Low Importance</li> <li>Tags</li> </ul>	Office Add-ins Add-ins GIPHY	
1 You	haven't sent thi	is meeting invitation yet.			-								-	Room Find	or <del>,</del>
۳ Send	To Subjet Location Start time End time Make suu you	060A1 Surgery Station N1 PI Name - Include your PI's 060A1 Surgery Station N1 Wed 1/10/2018 Wed 1/10/2018	name for the Su Base Base Base Base Base Base Base Base	bject	✓ ☐ All da	y event				Click here to select th Room/equipment you reserving. It will have window you used to l	le J are the same oad the room is		T Rooms	January 20     Su Mo Tu We Ti     1 1 2 3 4     7 8 9 10 1     1 15 16 17 11     1 2 2 23 24 2     2 24 2     2 24 2     2 24 2     2 30 24     5 6 7 8     Good Fair Choose an available None 060A1 Surgery Stat	18 Fr Sa 5 6 1 12 13 8 19 20 5 26 27 2 3 9 10 Poor e room:
										selected, it will popul location and To Fiel	ate in bot d. (As Sho	h the wn)		Suggested times: 11:30 AM - 12:00 F 1 available room 1 available room 3:00 PM - 12:30 PM 1 available room 3:30 PM - 4:00 PM 1 available room 4:00 PM - 4:30 PM	2 ^ 1

• Once all information is filled out, click send. You should receive a confirmation email. (See Page 2 of 4)

Please contact Leif and Warren for any questions or concerns: <u>Ima225@uky.edu | wrrumm2@uky.edu</u> - Thank you!