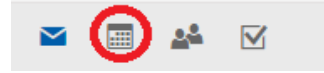
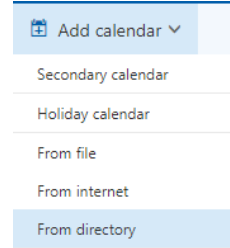


Option #1 - Using Outlook Web Browser:

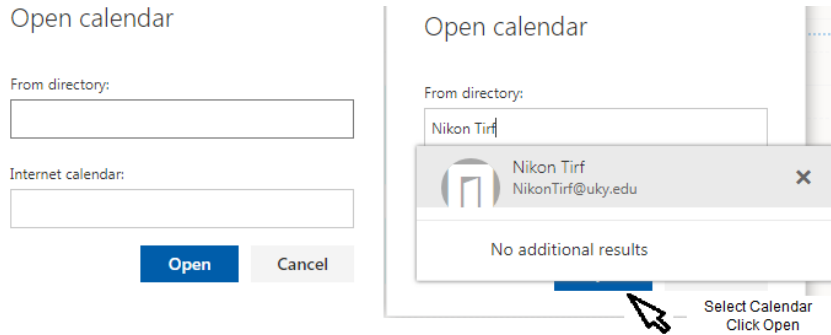
- Click Calendar near the bottom left corner of the Outlook window:



- First you will want to look at the current schedule.
Click Add Calendar > From directory at the top of the window:



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



- The equipment/rooms available are:

Nikon Confocal
 Nikon Tirt
 Olympus Confocal
 Ivis Spectrum
 Ivis 50
 060A1 Surgery Station N1

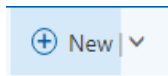
060A1 Surgery Station N2
 060E Necropsy Station
 060E Panoramic Imaging System
 040D1 Surgery Station
 040D1 Necropsy Station

- 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.



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

To reserve the equipment, click New:



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

Send Discard Attach Add Skype meeting Charm Categorize

Details Feedback

PI Name - Include your PI's name for the Event Title.

Add a location or a room

Start: Fri 12/15/2017 12:00 PM All day **Ensure that the date and time are correct.**

End: Fri 12/15/2017 3:00 PM Private

Time zone: (Local time) Eastern Time (US & Can... 12:00
 Add or remove time zones
 Your time zone must be set to Eastern Time (US & Canada) to ensure that your reservation is received and approved for the appropriate time. Users that request under the appropriate time zone will have priority over those that do not should a scheduling conflict arise.

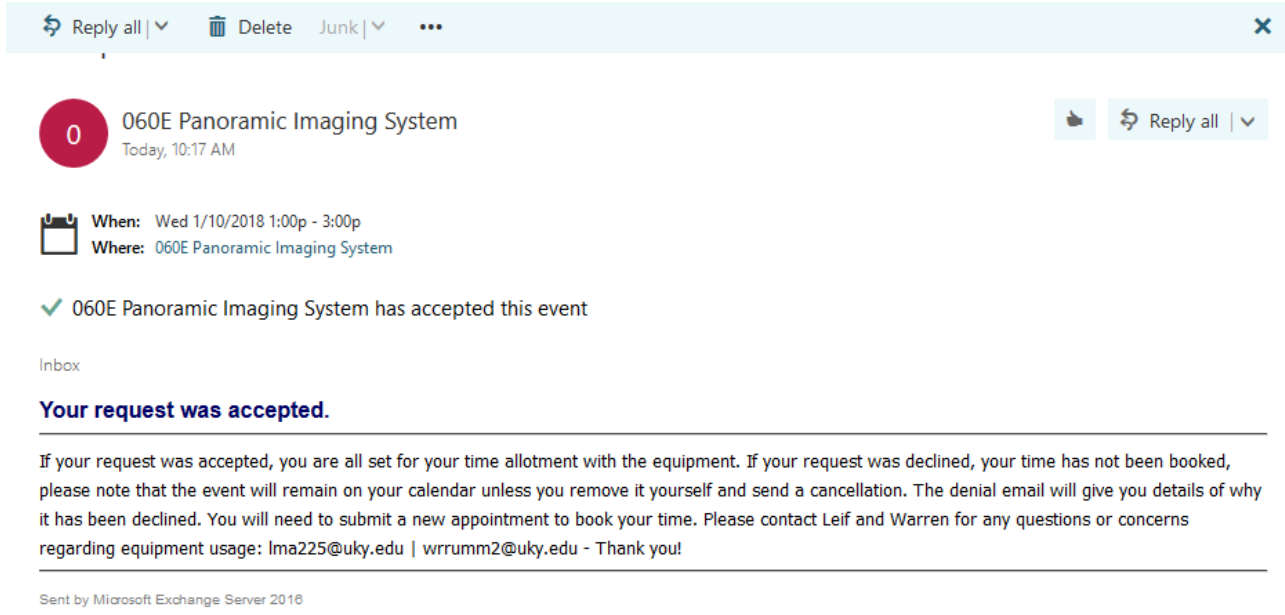
Repeat: Never Save to calendar: Calendar

Reminder: None Show as: Busy

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.

Attendees
 Sort by: Nikon Tirf Free

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



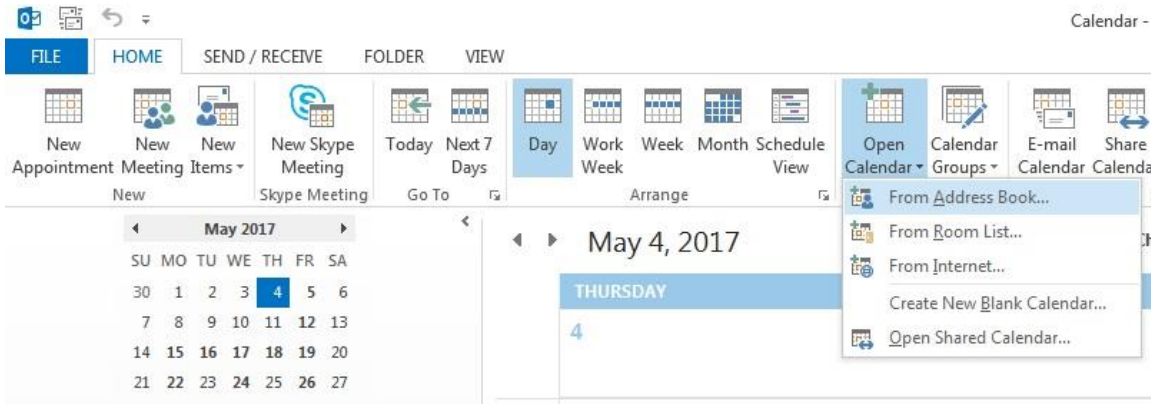
Please contact Leif and Warren for any questions or concerns: lma225@uky.edu | wrrumm2@uky.edu - Thank you!

Option #2 - Using the Outlook application:

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



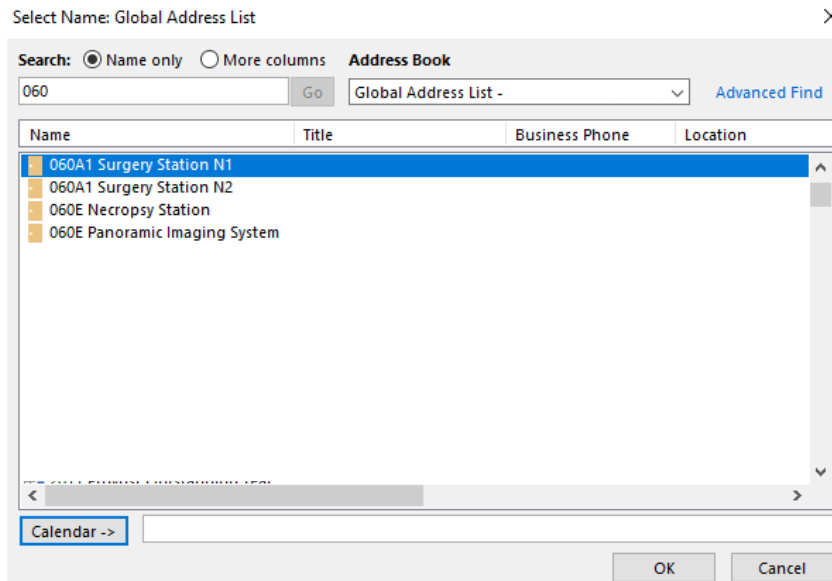
- Next, click Open Calendar, then From Address Book...



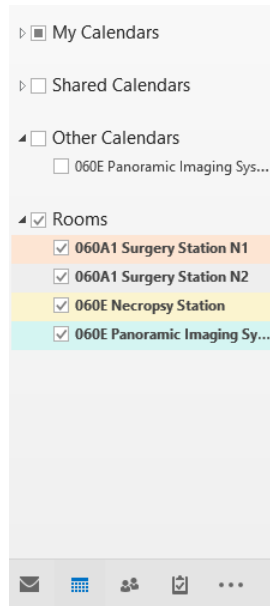
- The equipment/rooms available are:

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

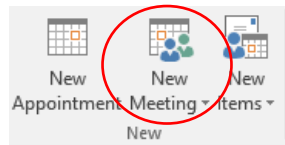
- Search the address book for the equipment that you'd like to use, double-click it, then click OK.



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



- 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:

Make sure to select your time you wish to reserve.

Click here to select the Room/equipment you are reserving. It will have the same window you used to load the calendar. Once your room is selected, it will populate in both the location and To... Field. (As Shown)

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