Scheduling Optical Imaging Core Instruments

Dear OIC Users,

iLab Operations Software will no longer be used to reserve Optical Imaging Core (OIC) Instruments effective July 1, 2018. Scheduling is now done through Outlook. Please use the instructions below to schedule the equipment using Outlook.

How to open a calendar

1. Open the Outlook application or the Outlook Web App *(OWA)*
2. Click the calendar button in bottom left of the window to enter the Calendar view

3. In Outlook, click the "Open Calendar" button, select "Open Shared Calendar" and type in the name of the specific equipment calendar you want to use. Then, click "OK"
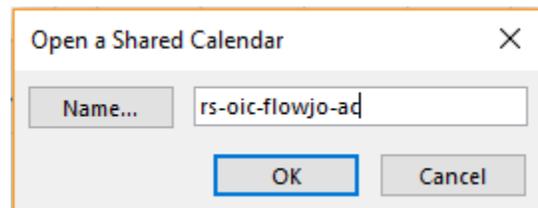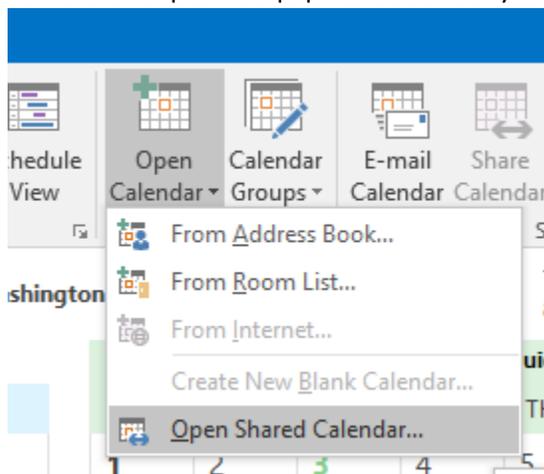
   a. You can also open a calendar from the Global Address List
   b. In OWA, click the "Add Calendar" button and select "From Directory", then enter the calendar name in "From directory" box. (You may need to click the option that says "Search Directory" to make the calendar contact appear)
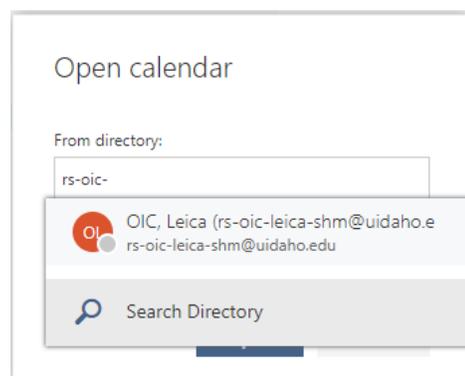
4. Find the appropriate calendar (underlined below):
    a. **rs-oic-cytoflex-sfc**: CytoFLEX S Flow Cytometer
    b. **rs-oic-leica-shm**: Leica Stereo Microscope
    c. **rs-oic-leica-histo**: Leica Histological Microscope
    d. **rs-oic-nikon-sdfm**: Nikon Spinning Disk Confocal Microscope
    e. **rs-oic-olympus-lscm**: Olympus Laser Scanning Confocal Microscope
    f. **rs-oic-elements-ac**: NIS Elements Analysis Computer
    g. **rs-oic-flowJo-ac**: FlowJo Analysis Computer
    h. **rs-oic-kaluza-ac**: Kaluza Analysis Computer
    i. *Please Note: Do not add any calendar if it has "-full access" at the end of the calendar name; It will not work.*
5. Open the calendar
    a. Outlook and OWA will save this calendar for later viewing
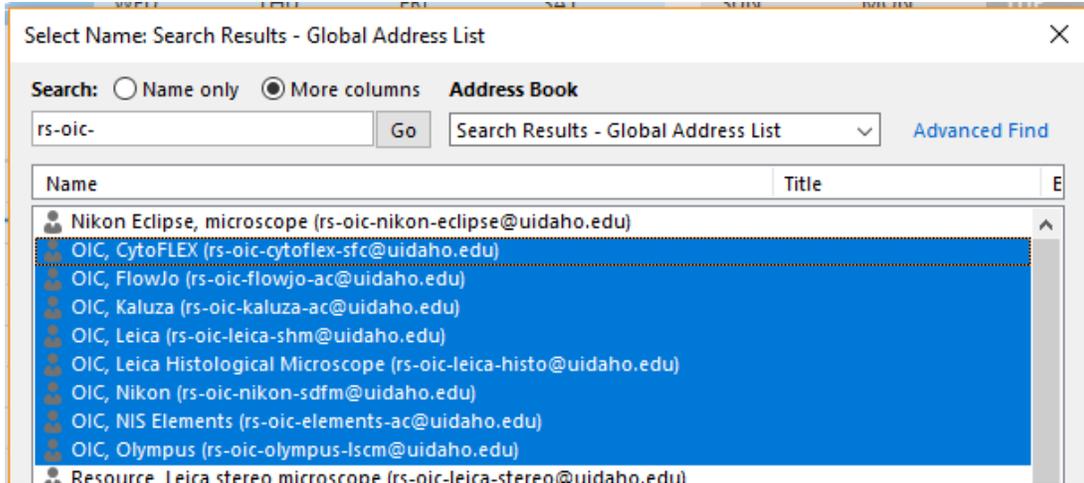
How to schedule equipment using Outlook

1. Open the Outlook application or the Outlook Web App *(OWA)*
2. Click the calendar button in bottom left of the window to enter the Calendar view

3. Create a new meeting. **When adding an appointment please ensure the following information is included in the details portion of the reservation window: your name, PI's name and your email address.** Then, set the times you want to use the equipment.
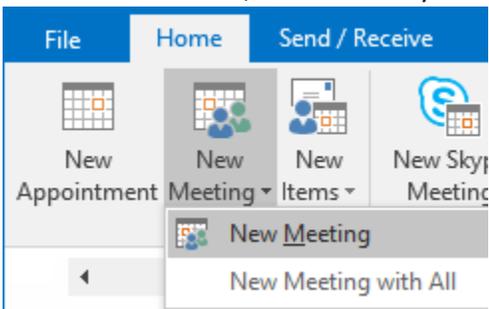
4. Add the calendar of the instrument you want to use as an attendee
   a. In Outlook, when searching using the directory, make sure the "more columns" radio button is selected and that you are using the "Global Address List" instead of the "Offline Global Address List"

   b. In OWA, click the "Add Attendees" Button (the person symbol with 3 lines) to search for the equipment calendar that you need
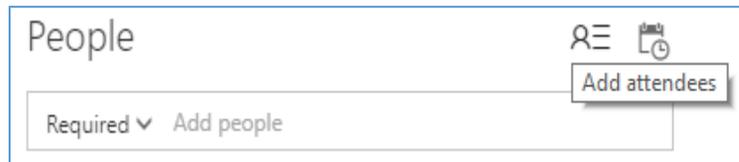
   c. *Please be aware that there are some depreciated calendars for accounts that have been closed; as such, do NOT use rs-oic-nikon-eclipse, rs-oic-leica-stereo, and rs-oic-confocal even though they may still appear in the Global Address List*
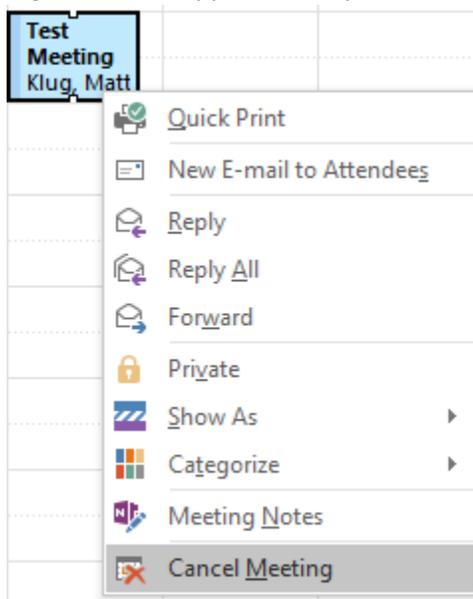5. Create the appointment and it will show up on both calendars

How to cancel an appointment on the calendar

1. Open the Outlook application or the Outlook Web App *(OWA)*
2. Click the calendar button in bottom left of the window to enter the Calendar view

3. Right-click the appointment you want to cancel **on your own calendar** and select "Cancel"

   a. Deleting the meeting directly on the shared calendar will not work, as the event will place itself back on that calendar
   b. If there is no "Cancel" option in OWA, then select "Delete" instead
4. The event will now be removed from your calendar and appear as "Cancelled" on the OIC calendar
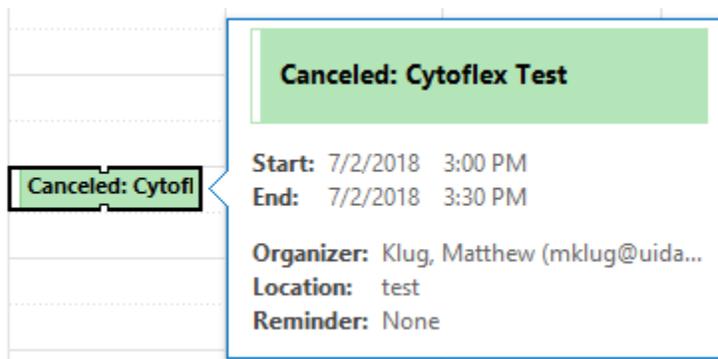
   a. If the event was deleted in OWA, it will be removed from both calendars instead