

Equipment booking through Microsoft Outlook

(updated 27.11.2017)

To view the microscope booking calendars

- open Microsoft Outlook
- select Calendar, this will open your personal calendar
- right click My Calendars (left side of display)
- select: Add Calendar > From Address Book
- select 'Global Address List' in the drop-down menu for Address Book
- type **BIOSI** – into the Search field which should display all the equipment available to book.
- double click on each booking calendar that you wish to access and then click OK,
- The booking calendars you have selected will now be listed under **My Calendars** and can be switched on or off by selecting their check boxes.

To make a booking

- in your Outlook **Calendar** select **New Meeting** (on the **Home** tab).
- select the **Global Address List** option from the **Address Book** drop down menu
- click on **To...** and type **BIOSI** - into the **Search** field.
- double click on the system you wish to book and select **OK**.
- in the **Subject** field enter *Your name, supervisor initials (in brackets), and contact number.*
- in the **Location** field enter Name of equipment.
- in the **Start time** field enter the date and time you wish your booking to start.
- in the **End time** field enter the date and time you wish your booking to end.
- use the Scheduling Assistant (tool bar) to check for potential time conflicts.
- in the large text box add any additional information (e.g. requests for technical support, training, live cell imaging, 5% CO₂, 37°C etc)
- click on the **Send** icon to make the booking

Confirmation of your booking

Confocal bookings will be reviewed and then accepted by a member of Bioimaging Hub staff.

For widefield systems all bookings are automatically accepted.

Booking equipment via the Cardiff University web portal.

Please note that these instructions may vary depending upon device and screen size (this procedure is based on booking via a standard desktop computer and mouse).

- Go to <https://mail.cardiff.ac.uk/> and log in.
- Access your personal calendar either via the **apps** grid in the top left or the calendar icon at the bottom left.
- Right-click **Your Calendars** on the left side of the screen and select **Open Calendar**.

- In the **From directory** field, type the name of the equipment calendar that you require - these are listed in the equipment database and all begin with '**BIOSI** -' e.g BIOSI - Leica DMRB. Click the 'Search directory' button if the equipment doesn't appear in the first few results.
- Once you've opened the relevant calendar it will appear in the list under **Your Calendars**. Browse the calendar to choose a time and date you'd like to book.
- Click the **New** button at the top of the screen - this brings up a window for creating a calendar event.
- On the right-hand side there will be a section labelled **People**. In the search box, search for the name of the piece of equipment and then click on it to add it to the event.
- On the left-hand side are boxes for an event title, location, date and times. Fill in your name for the Event title and for location enter the name of the piece of equipment.
- Click the **Send** button in the top left.
- If the booking was completed successfully you'll receive an email confirmation and the booking will appear in your own calendar.

If you have any problems, please contact bioimaginghub@cardiff.ac.uk