

Equipment booking through Microsoft Outlook

(updated 14/07/2020)

To view the microscope booking calendars

- open Microsoft Outlook.
- select **Calendar** (small icon near the bottom-left of the Outlook window), 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 (or copy and paste) the name of the microscopy suite that you require into the **Search** field – see the table at the end of this document to determine which one you need. The three microscopy suites are:
 - **BIOSI – E/0.03 – Confocal/Lightsheet Microscopy**
 - **BIOSI – E/0.04 – widefield microscopy**
 - **BIOSI – E/0.05 – spinning disc microscopy**
- 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).
- In the **Required** section enter **BIOSI – E** (note the spaces either side of the hyphen). This should give you a list of microscopy suites.
- Click on the microscopy suite you wish to book.
- In the **Title** field enter *Your name, supervisor initials (in brackets), and the instrument you wish to use.* eg; **Marc Isaacs – AJH – Olympus BX61**
- 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. live cell imaging, 5% CO₂, 37°C etc)
- Click on the **Send** icon to provisionally make the booking

Confirmation of your booking

All bookings will be reviewed and then either accepted by a member of Hub staff or a suggested alternative date/time will be provided.

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.
- Click **Add Calendar**, found above the list of **My Calendars** in the left-hand pane.
- Select **Add from directory**, type (or copy and paste) the name of the microscopy suite that you require – see the table at the end of this document to determine which one you need. The three microscopy suites are:
 - **BIOSI – E/0.03 – Confocal/Lightsheet Microscopy**
 - **BIOSI – E/0.04 – widefield microscopy**
 - **BIOSI – E/0.05 – spinning disc microscopy**
- Click on the calendar you need and choose where to display it – either **My calendars**, **Other calendars**, or **People's calendars** and click **Add**.
- Once you've added the relevant calendar it will appear in your list of calendars in the section you specified. Browse the calendar to choose a time and date you'd like to book.
- Click the **New event** button at the top-left of the screen - this brings up a window for creating a calendar event.
- In the **Title** box enter your name, the specific instrument you wish to use and the initials for your supervisor.
- In **Invite attendees** enter the name of the microscopy suite preceded by **BIOSI**. eg, **BIOSI – E/0.04 – widefield microscopy**.
- Choose the date and time.
- in the text box labelled **Add a description** include any additional information (e.g. live cell imaging, 5% CO₂, 37°C etc)
- Click the **Send** button in the top left to provisionally make the booking.

Confirmation of your booking

All bookings will be reviewed and then either accepted by a member of Hub staff or a suggested alternative date/time will be provided.

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

Microscopy suites and equipment

BIOSI – E/0.03 – Confocal/Lightsheet Microscopy

- [Zeiss LSM880 Airyscan Confocal Microscope](#)
- [Zeiss Z.1 Lightsheet Microscope](#)
- [Leica TCSSP2 Confocal Microscope](#)

BIOSI – E/0.04 – widefield microscopy

- [Olympus BX61 fluorescence microscope](#)
- [Olympus BX41 slide scanner](#)
- [Olympus BX40 fluorescence/phase/darkfield microscope](#)
- [Olympus SZX12 fluorescence stereomicroscope](#)
- [Olympus BX50](#)
- [Leica DMRB brightfield microscope](#)
- [Meiji macro stand](#)

BIOSI – E/0.05 – spinning disc microscopy

- [Olympus IX71 spinning disc microscope](#)