RESERVING TIME SLOTS FOR PCIC RESOURCES USING EXCHANGE CALENDAR

Launch Internet explorer and go to: http://outlook.cornell.edu/owa

OR (go to PCIC website, click FAQ tab, click Book a microscope tab, click Exchange Calendar)

Login with your net ID and password

Click on the CALENDAR tab (top right)

Click on + NEW EVENT (top left)

Go to attendees and type bti sp5 (for confocal), bti DM (for DM5500) etc. It displays only top 20 results. If you just specify Bti, you may only get bti atrium and conference rooms. So extend the search by adding more alphabets.

Click on SCHEDULING ASSISTANT (view calendar in the expanded form showing your availability and that of the resource)

Select WHEN (day) and DURATION (time) and press OK

EVENT: type your name, e-mail address and phone number

LOCATION: Name of the equipment to be used

Press “Send”

A reminder will be send to your calendar. You should receive an e-mail from that resource indicating your meeting has been accepted.
TO DELETE AN EVENT:

Go to Calendar

Select the slot that you want to delete

Window will come up with “edit” option

Click x cancel meeting

Enter “yes” and press “send”.

Yes
You will have an opportunity to type a message to attendees

back
Return to the event