Reserving Time Slots for PCIC resources Using Exchange Calendar

1. Launch Internet Explorer and go to: http://exchange.cornell.edu
2. Log in with your net id and password
5. Click on the square box on the right
6. Click on *CALENDAR*
7. Go to *Add Calendar*
8. Choose "*from Directory*", type bti and click search directory (type in the exact names as below, if it doesn't show automatically)
    BTI SP5 Leica Confocal Microscope
    BTI SZX12 Olympus Stereomicroscope
    BTI Microtome
    BTI Image-Pro Plus
    BTI DM5500B Leica Microscope

10. Click on New and select "*Calendar event*" from drop down list
11. Check Scheduling assistant to avoid any conflicts
12. Fill the Details with "title" (e.g. Confocal), for location enter your name, ned id, phone
13. Fill in your start time, end time and enter save
14. You should see your booking in the column form as below (if you don't, click on Merge/split)
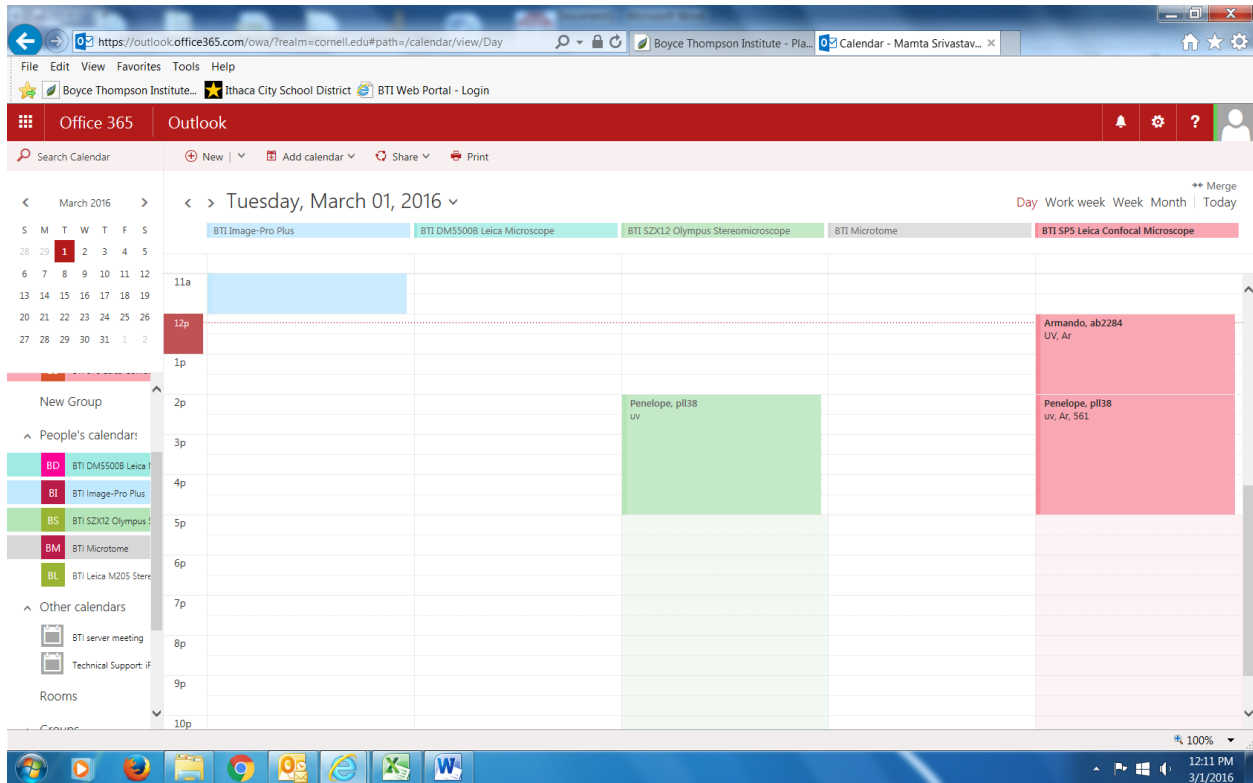
You just need to type the names of resources only once. Let me know if you have any questions regarding online booking.