Reserving Time Slots for PCIC resources Using Exchange Calendar

- 1. Launch Internet Explorer and go to: <u>http://exchange.cornell.edu</u>
- 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)

File Edit. View Favorites Tools Help p 📝 Boyce Thompson Institute 🙀 Ithaca City School District 💣 BTI Web Portal - Login					
Office 365	Outlook				≜ ☆ ?
Search Calendar	🕀 New 🖌 🖺 Add ca	alendar \vee 🛛 🤨 Share 🖌 🖶 Print			
March 2016 >	< > Tuesday, March 01, 2016 ~				Day Work week Week Month
MTWTFS	BTI Image-Pro Plus	BTI DM5500B Leica Microscope	BTI SZX12 Olympus Stereomicroscope	BTI Microtome	BTI SP5 Leica Confocal Microscope
29 1 2 3 4 5 7 8 9 10 11 12					
14 15 16 17 18 19	11a				
21 22 23 24 25 26	12p				Armando, ab2284
28 29 30 31 1 2					UV, Ar
	1p				
New Group	2p		Penelope, pll38		Penelope, pll38
People's calendars			uv		uv, Ar, 561
-	3p				
BD BTI DM5500B Leica 1	4p				
BI BTI Image-Pro Plus					
BS BTI SZX12 Olympus !	5p				
BM BTI Microtome	6p				
BL BTI Leica M205 Stere					
Other calendars	7p				
BTI server meeting	8p				
Technical Support: iF					
Rooms	9р				
Croups	10p				

You just need to type the names of resources only once. Let me know if you have any questions regarding online booking.