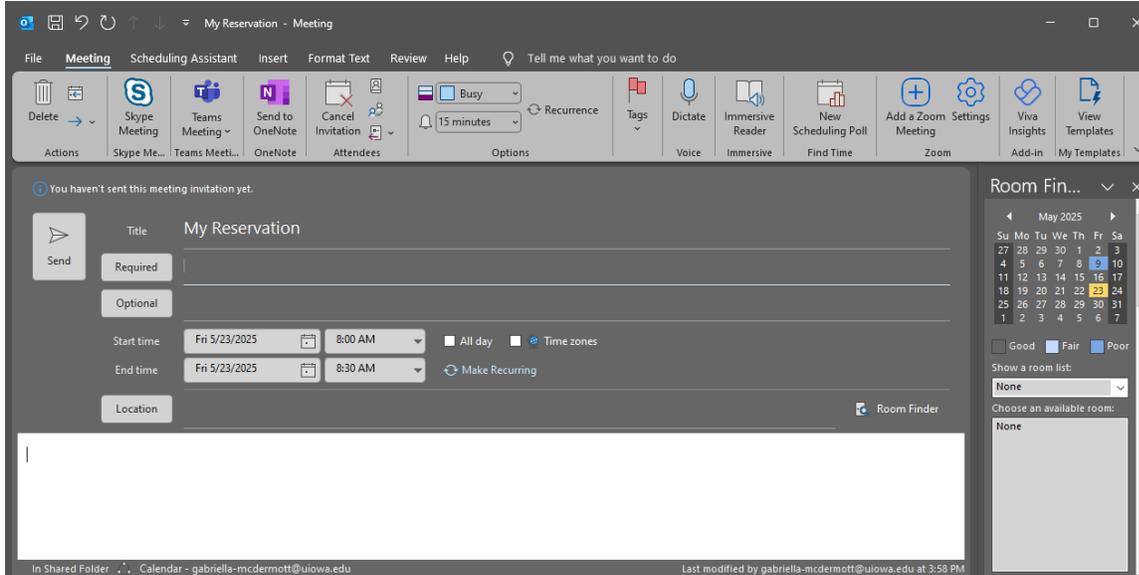


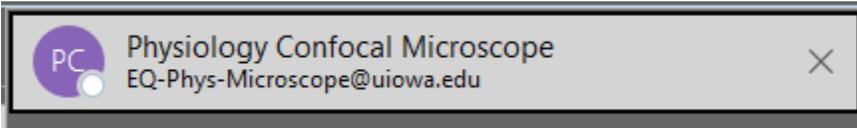
# CONFOCAL MICROSCOPE SCHEDULING

## To make a reservation:

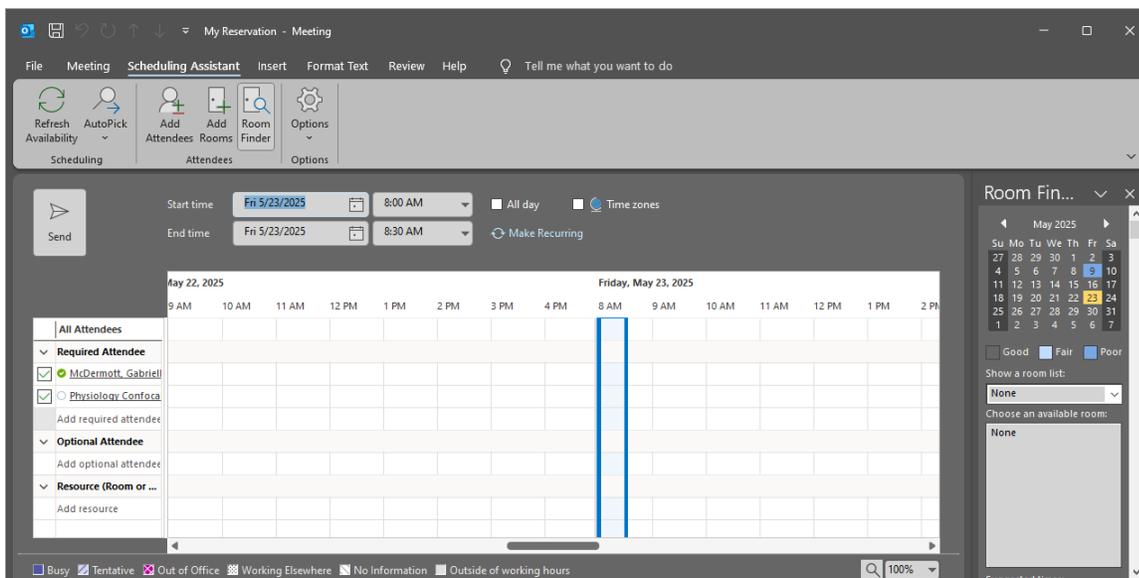
1. Open your Outlook calendar.
2. Create a meeting.



3. Add Physiology Confocal Microscope ([EQ-Phys-Microscope@uiowa.edu](mailto:EQ-Phys-Microscope@uiowa.edu)) as a required meeting attendee.



4. Click on "Scheduling Assistant" to see if the room is available at that time.



5. Navigate back to "Meeting," and click "Send."



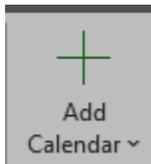
You will receive an automatic email confirmation from the calendar that it accepted your reservation so long as it doesn't overlap with another user.

## If you would like to save the Physiology Confocal Microscope calendar to your Outlook:

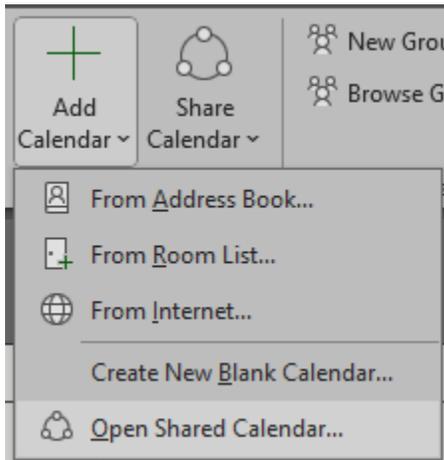
1. In Outlook, click on Calendar view in the left navigation pane.



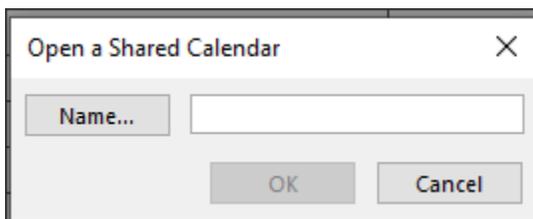
2. Click on "+ Add Calendar" within the Manage Calendars section of the top ribbon.



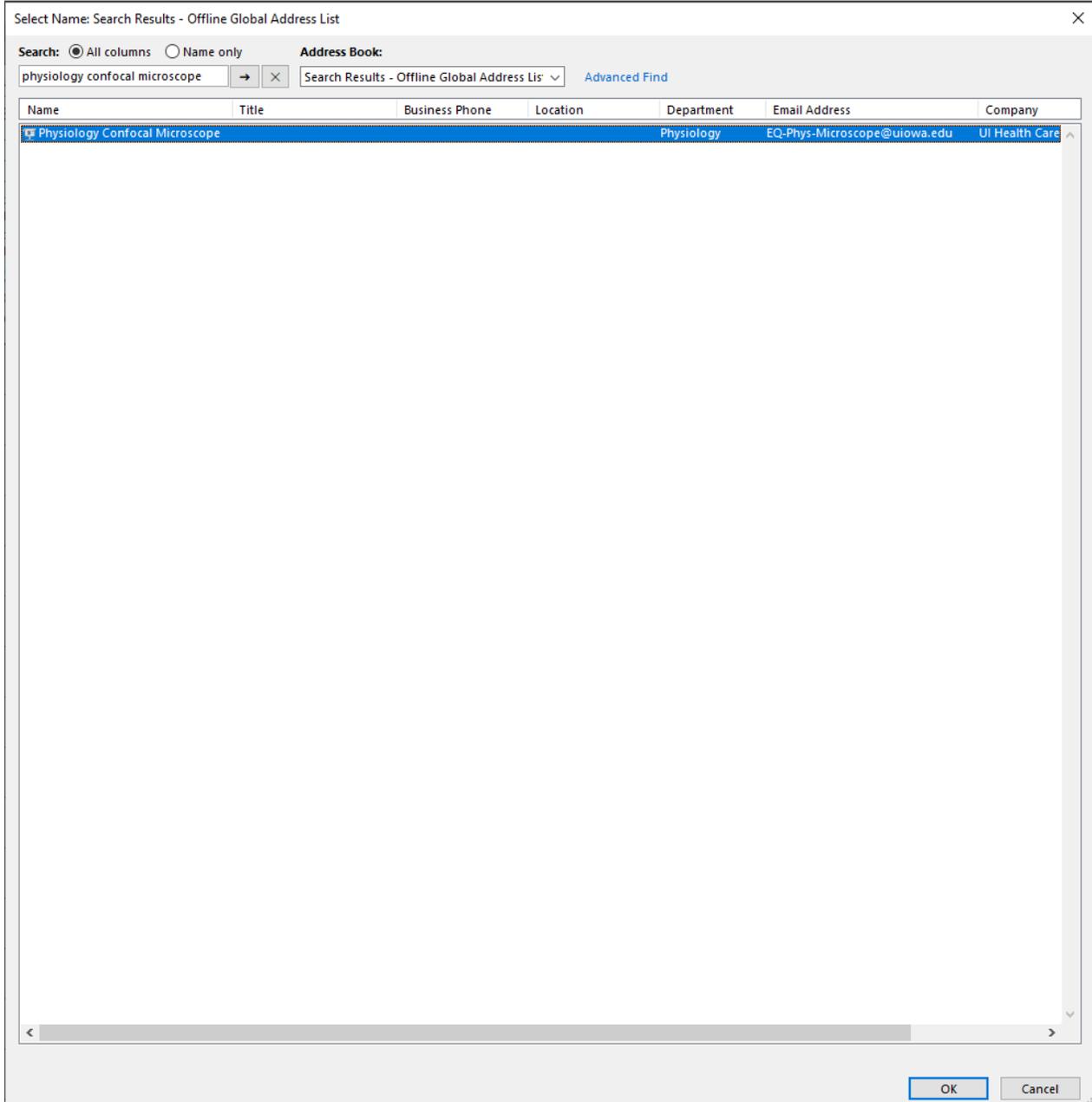
3. Click on "Open Shared Calendar."



4. Click on "Name."



- Find the new calendar in the address book by typing "Physiology Confocal Microscope."



- Click on the name of the correct calendar and click OK.

