How to schedule an appointment

Note: Google has updated the calendar UI but the basic concept of sending an invitation to the **Calendar ID** of the room to make a reservation is still the same.

- sign in to the Google Calendar of the email address you provided to the Imaging Facility, see **odds and ends below** if you do not have a Google account

- on your own calendar, click on the day to create a new event, put in the time and any relevant details, you can also click on "more options" for more settings

- invite the microscope by adding its email address to the Add guests entry, click save to create the event
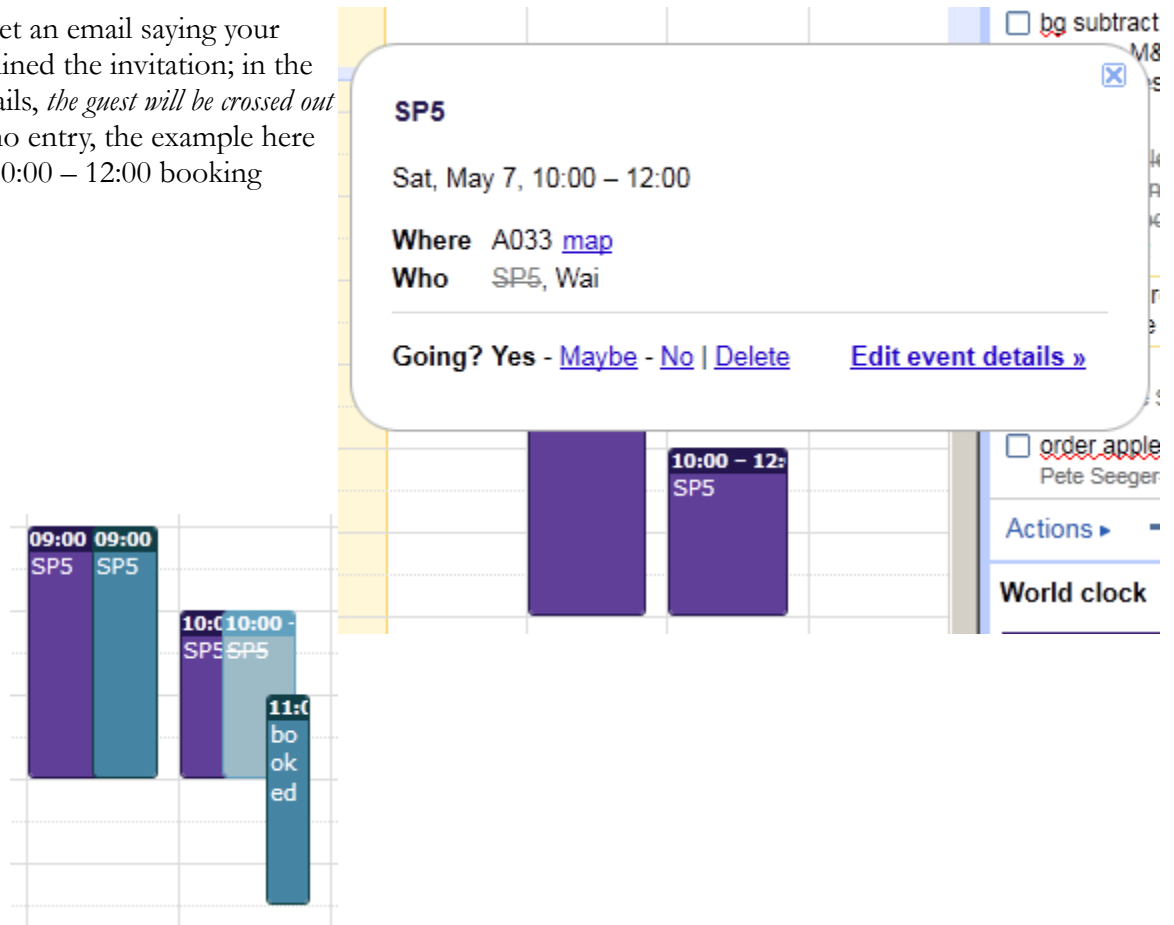

Tips: if you do not want to enter the long email address, you can add the microscope's email address (**Calendar ID**) to your gmail contacts

- the event should be updated with the invitation response within a few seconds

- if there is a conflict
  - you will get an email saying your guest declined the invitation; in the event details, *the guest will be crossed out* in the Who entry, the example here shows a 10:00 – 12:00 booking

SP5

Sat, May 7, 10:00 – 12:00

Where   A033   map
Who   ~~SP5~~, Wai

Going? Yes - Maybe - No | Delete   **Edit event details »**

  - when you display the

microscope's calendar (in green), you will see that the 10:00 – 12:00 booking (on the right side) *with conflict is dimmed and the subject crossed out* because there is already a 11:00 – 13:30 booking in place; compare this to a successful 09:00 – 12:00 booking to the left

- more tips on signing up
  - users that have access to the calendars are members of the UW group called u_if, Biology Imaging Facility users; by default, we use your UWNetID to register on u_if but we can use any email address you request
  - you can use your name as the title because the title and time are the main display for each calendar entry
  - for the Prep Labs, please also specify the relevant activities, e.g., ultramicrotomy, sputter coating, CPD, etc.in the title
  - keeping to the conventional 3-hour blocks e.g., 09:00 – 12:00, 12:00 – 15:00, 15:00 – 18:00, is preferrable but other durations or time are ok
  - to change or cancel an appointment, modify or delete the entry in your own calendar but not the microscope's calendar; you cannot modify the microscope calendars directly

odds and ends

- any gmail account will work, if you do not have a Google account to access calendar and use contacts (in gmail), you can either **activate your UW Google Apps** for your UWNetID or **sign up for Gmail**

- what works
  - in principle, any iCalendar based software may work as long as it supports inviting a guest; but the different calendar systems rarely cooperate with one another
  - any modern browser should work e.g., firefox, chrome, edge, etc.
  - applications other then web browsers on desktop or mobile devices may work, e.g., Calendar App on Android work

- if you are new to Google calendar, the **help section from Google** may be useful; here are some relevant tips
  - calendar list is on the left side, shared calendars are listed under Other calendars
  - to add the microscopes calendar if it is not automatically activated, go to "Other calendars", click "+", select "Subscribe to calendar", and enter the Calendar ID
  - you can show or hide the microscopes' calendars by clicking on the particular entry in the calendar list
  - click on the menu icon to the right of the calendar drops a menu for various configurations
  - if you can't set up an appointment, send me an email with the desirable time, I will set one up and send you an invitation

Calendar ID

these work like email addresses, you can add them to your Contact

- A1R – c_2jsllrj8vmj462bitrtqlu3h4g@group.calendar.google.com

- Axiozoom – uw.edu_45smn09rkgbpr9u8d5s7vtuh68@group.calendar.google.com

- DSU – uw.edu_l0dmdir95c8ra76flfjl15btd0@group.calendar.google.com

- SP5 – uw.edu_jfj2vkqmkpedpmctrmo2nghois@group.calendar.google.com

- OMX – uw.edu_f6jr941v0jp6jus0qcnk29rh6c@group.calendar.google.com

- TEM – uw.edu_m5cmj24tffg3he0333i8pn39hg@group.calendar.google.com

- Prep Lab A059 – uw.edu_jt5g2pab3mun28biaj41d1cakk@group.calendar.google.com

- Prep Lab A061 – uw.edu_4ku37bm7ptm2ud57jurks4rsl8@group.calendar.google.com

- Prep Lab A079 – uw.edu_23vga1skqq53rdpoth3pgf8udo@group.calendar.google.com

- Tokai Hit – c_37f88595f13bb4a0cf581126bb51f4102fee1be5b86a2fc78725f46bb7b7253f@group.calendar.google.com

- VS2 – c_5976b3e9f8ab0554e3599ae3d4cad58491470d3bf06f1f9f4618c8ac0c9846d4@group.calendar.google.com

- YX1 – c_13abuf17gnnuifgq3vdn96ehto@group.calendar.google.com

- Zeiss widefield – c_250b57b7a897ac9a0eb0b0bbf747183c60c076ae230d14e45d2b1e280e77bdb9@group.calendar.google.com