

Booking in MS Outlook 2003 and earlier

1. Go to the calendar interface
2. Add a shared calendar by pushing: File (Datei) -> Add other user's folder (Ordner eines anderen Benutzers hinzufügen)
3. Search for the microscope calendar named as listed above like, e.g. "BC-DeltaVision"
4. Push "Ok" -> calendar will appear as a shared calendar in your calendar list
5. Now you can book time slots at the microscopes: insert the name of your user account (e.g. Kurre) as subject/title. If you will use an incubator box and potentially CO₂ gassing, add the temperature and a CO₂ label behind it (e.g. Kurre_37°C_CO2).

Booking in MS Outlook 2007/2010

1. Go to the calendar interface
2. Add a shared calendar (freigegebene Kalender) by pushing: open calendar (Kalender öffnen) -> open shared calendar (freigegebenen Kalender öffnen).
3. Push button "Name..." and search for the microscope calendar named as listed above like, e.g. "BC-DeltaVision"
4. Push "Ok" -> calendar will appear as a shared calendar in your calendar list
5. To reserve a time slot, push "New Item" (Neuer Termin) and insert as subject the name of your user account (e.g. Kurre). If you will use an incubator box and potentially CO₂ gassing, add the temperature and a CO₂ label behind it (e.g. Kurre_37°C_CO2).

Booking in MS Entourage (MAC)

1. Go to the calendar interface
2. Add a shared calendar by pushing: File (Datei) -> Add other user's folder (Ordner eines anderen Benutzers hinzufügen)
3. Search for the microscope calendar named as listed above like, e.g. "BC-DeltaVision"
4. Push "Ok" -> calendar will appear as a shared calendar in your calendar list
5. Now you can book time slots at the microscopes: insert the name of your user account (e.g. Kurre) as subject/title. If you will use an incubator box and potentially CO₂ gassing, add the temperature and a CO₂ label behind it (e.g. Kurre_37°C_CO2).

Booking online on intranet webpage

1. Use MS Internet Explorer 6 or later
2. Choose microscope and enter UOS_BIO user account and password
3. Select calendar view (day, work week, week, etc.)
4. Double click on a field inside the calendar to place an entry at that time
5. Insert the name of your user account (e.g. Kurre) as subject. If you will use an incubator box and potentially CO₂ gassing, add the temperature and a CO₂ label behind it (e.g. Kurre_37°C_CO2).
6. Specify start and end time of your session. Do **not** check "All day event".