**Bays 1, 2 and 3 Scheduling Instructions/rules revised 6/29/2020**

**To schedule Bay 1, Bay 2 and Bay 3 open slots view the NIL Prisma Bay Calendars via 365 OUTLOOK. Instructions on how to download the calendars are included below.**

**Email scanner requests/releases to the appropriate bay user group list:**

[**nilbay1prisma@gowustl.onmicrosoft.com**](mailto:nilbay1prisma@gowustl.onmicrosoft.com)**, [bay2-users@npg.wustl.edu](mailto:bay2-users@npg.wustl.edu)** , [**bay3-users@npg.wustl.edu**](mailto:bay3-users@npg.wustl.edu)

**INCLUDE IN THE SUBJECT LINE:**

Fields in email subject, in the following order:

**(“Bay 1,“Bay2” or “Bay3")**

**("release" or "request")**

**(date)**

**(start and end time)**

**(optional urgency: "NOW" or "TODAY")**

**(additional resources needed)**

**(requesting PI/group)**

**INCLUDE IN THE EMAIL BODY:**

**P.I. name, NP #, request TECH (if you need a tech to run the session) and if you need an exam/consent room and or parking. You will receive a confirmation email once your session is added to the calendar.**

**Open Office 365 Washington University\log in using your wustl. key account\click on the calendar icon in the bottom left corner. Click on “Add calendar” another page will open...Click on “Add from directory” type in the calendar name and search and “add”.**

Calendar Names:

NIL Bay 1 Prisma  
NIL Bay 2 Prisma

NIL Bay 3 Prisma  
NIL Exam\_Room\_1  
NIL Exam\_Room\_2  
NIL Mock\_Scanner (everyone has permission to schedule)

To request/release time email:

Bay 1: [nilBay1prisma@gowustl.onmicrosoft.com](mailto:nilBay1prisma@gowustl.onmicrosoft.com)

Bay 2: [bay2-users@npg.wustl.edu](mailto:bay2-users@npg.wustl.edu)

Bay 3: [bay3-users@npg.wustl.edu](mailto:bay3-users@npg.wustl.edu)