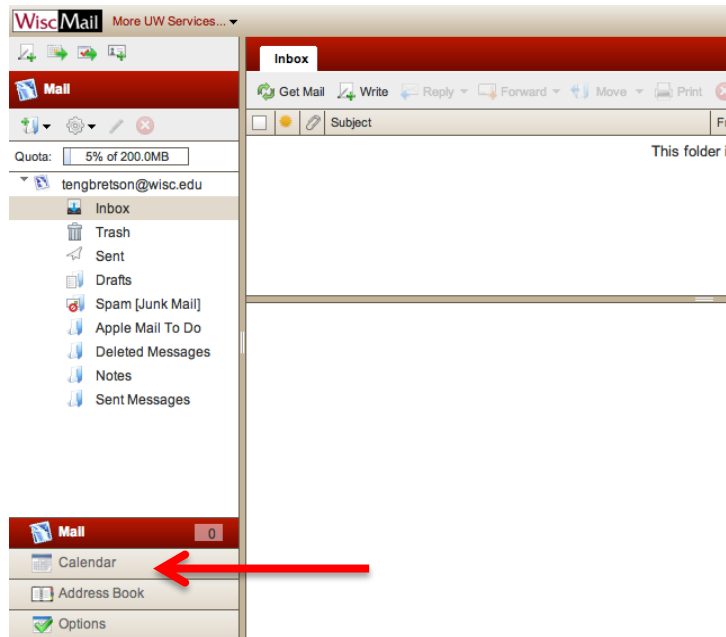
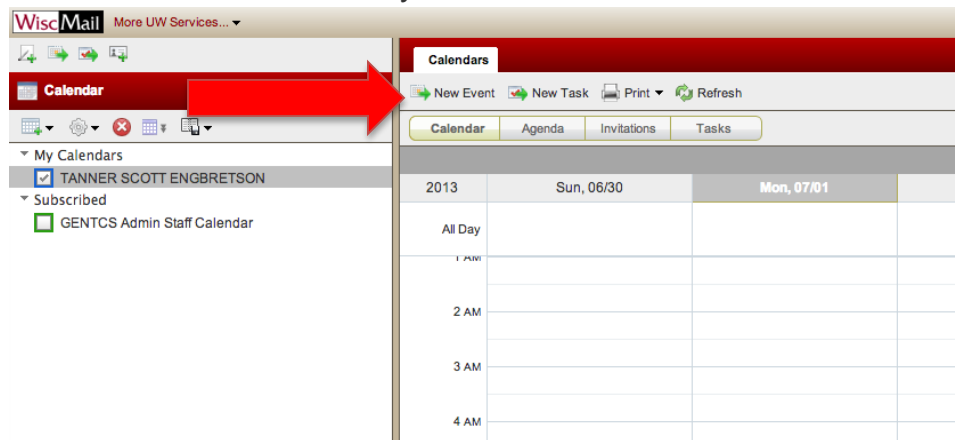


To reserve the use of the confocal microscope, perform the following steps:

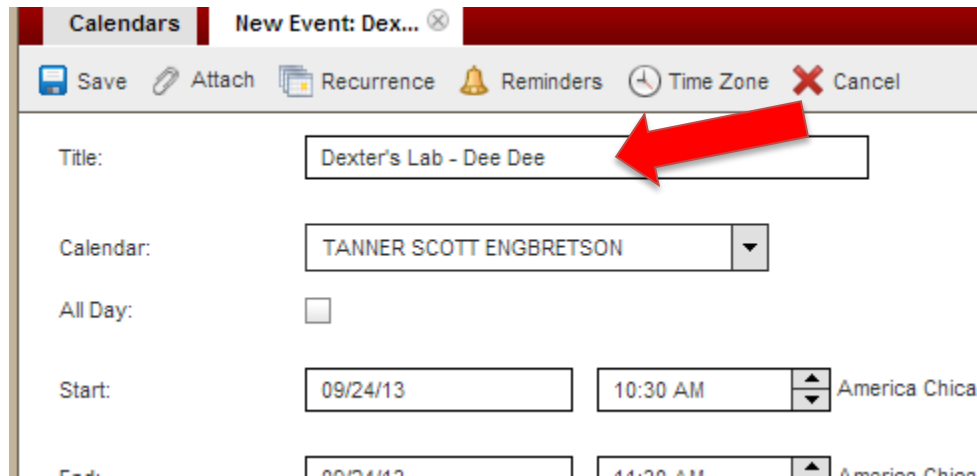
1. Start by opening your web browser and logging into your WiscMail inbox.
2. Select **Calendar** from the service selector pane.



3. Click on the **New Event** icon from the calendar toolbar on the right pane. A new tab appears displaying the various options and attributes for the new event you wish to create.



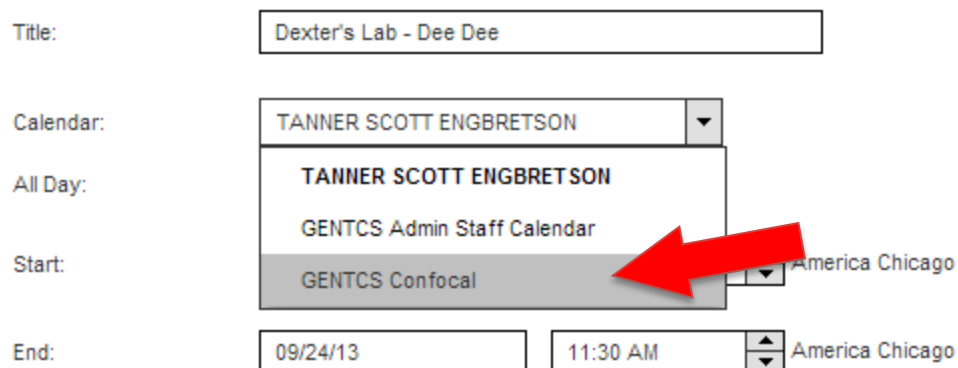
4. Type the title for the event in the **Title** text box. As a convention, for this calendar, prefix all event titles with your lab name followed by a dash, followed by the name of a lab member that will be present when the microscope will be used.



The screenshot shows the 'New Event' form with the following fields and values:

- Title:** Dexter's Lab - Dee Dee (A red arrow points to this field.)
- Calendar:** TANNER SCOTT ENGBRETSON
- All Day:** ☐
- Start:** 09/24/13, 10:30 AM, America Chicago
- End:** 09/24/13, 11:30 AM, America Chicago

5. Select the **GENTCS Confocal Calendar** from the **Calendar** drop-down list. All of your shared or subscribed calendars will be displayed in the drop-down list.




The screenshot shows the 'New Event' form with the 'Calendar' dropdown menu open. The dropdown list contains the following options:

- TANNER SCOTT ENGBRETSON
- TANNER SCOTT ENGBRETSON
- GENTCS Admin Staff Calendar
- GENTCS Confocal** (A red arrow points to this option.)

The other fields in the form are:

- Title:** Dexter's Lab - Dee Dee
- All Day:** ☐
- Start:** 09/24/13, 11:30 AM, America Chicago
- End:** 09/24/13, 11:30 AM, America Chicago

6. Select the date on which you want to schedule this event by clicking in the text area provided in the **Start** section.



The screenshot shows the 'Start' section of the form with the following fields and values:

- Start:** 07/01/13, 10:00 AM, America Chicago (A red arrow points to the date input field.)

To Select a date, perform the following steps:

- a. A mini calendar pops up when you place the mouse cursor in the text area. Select the date on which you want to schedule the event. On selecting the date from the mini calendar, the date is automatically entered in the format configured for displaying dates. You can navigate to the next or previous months by clicking on the arrow keys. You can also select the year from the bottom of the mini calendar.

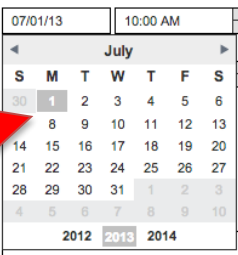
Start: 07/01/13 10:00 AM America Chicago

End: America Chicago

Recurrence:

Reminders:

Location:



Or type in the date in the text area.

- b. Type the time at which you want to schedule this event provided in the adjacent window. Or, click on the top and down arrow keys provided. This option is available only when the event is not an entire day event.

Start: 07/01/13 10:00 AM America Chicago



7. Enter the approximate date and time the event should end in the same manner in which you entered the start date and time.
8. **(OPTIONAL)** In the **Description** text area, type the event description.
9. Set the visibility of the event to be **Public**.

Event is: Public Show as:

Event Type:

Public

Private

Show Date and Time Only

10. Click **Save** to create the event.

