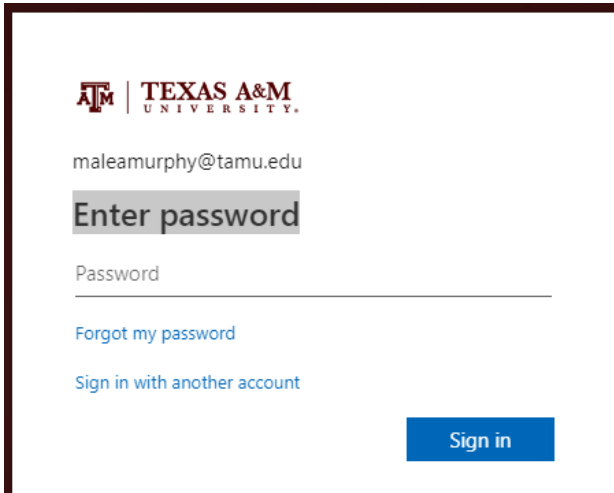
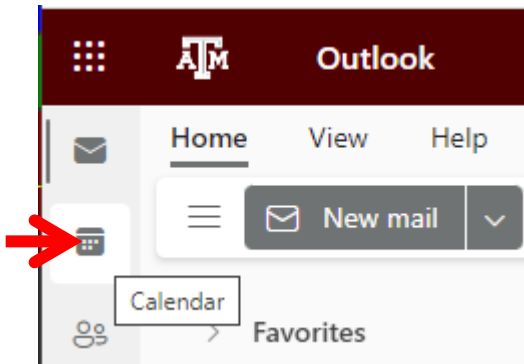


Adding IMIL Reservation Calendar

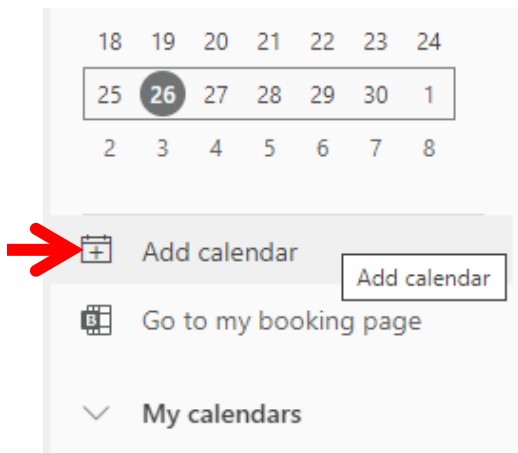
1. Log into your TAMU outlook: <https://login.microsoftonline.com/>



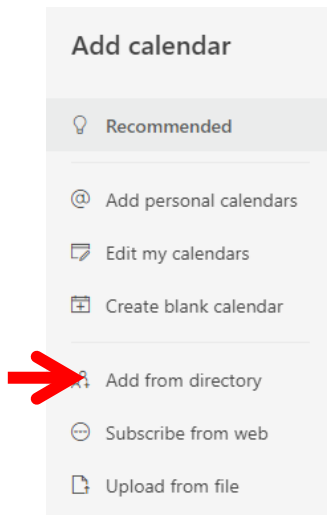
2. Go to your calendar



3. Click on Add calendar (above My calendars)



4. Select “Add from directory”









5. Select your TAMU email account to search from and **Type IMIL** into the search bar:

Add from directory

Please select an account to search from:

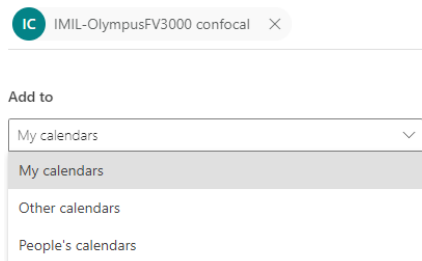
Select a person, group, or resource from your organization's directory to view the associated calendar.

IMIL

-  IMIL-Histology
imil-histology@tamu.edu
 -  IMIL-LeicaSP2 confocal
imil-leica@tamu.edu
 -  IMIL-Cell Culture
imil-cellculture@tamu.edu
 -  IMIL-Tissue Prep
imil-tissueprep@tamu.edu
 -  IMIL-OlympusFV3000 confocal
imil-olympus@tamu.edu
 -  IMIL-SlideScanner
eq-com-imilslidescan@tamu.edu
- Top 11 results

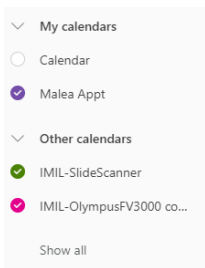
6. Select the calendar you want to access and add it to one of the group of calendars.

Select a person, group, or resource from your organization's direct

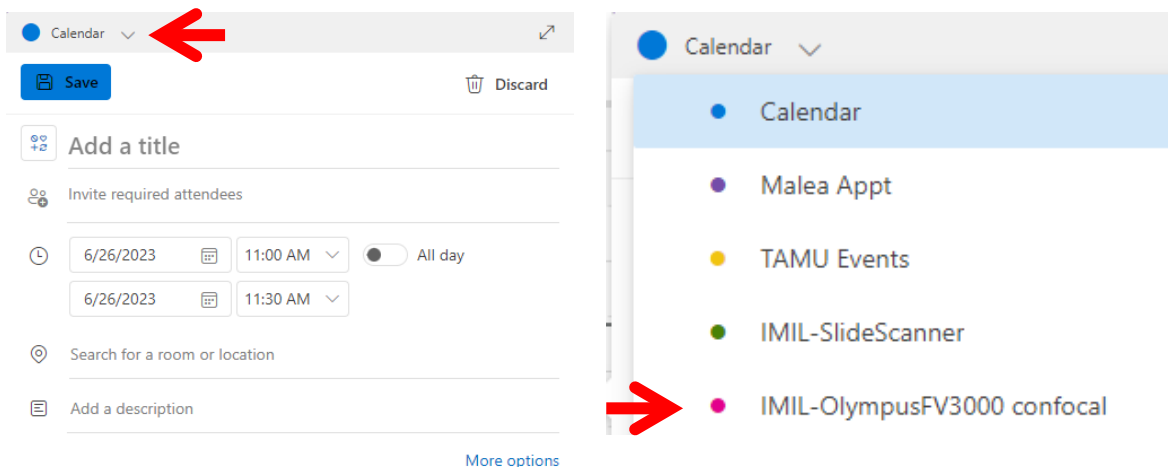


To add a reservation, you must be granted editing permissions by IMIL staff.

7. If you have editing permissions, make sure the calendar is visible by having it checked in the left-hand column.



8. In your calendar, click on the time slot you would like to reserve. A popup will appear. Expand the calendar selection to view all available calendars. Select the appropriate calendar.



9. In the title include your name and lab, make sure the date and times are correct, add the account number to be billed in the description, and save the reservation.

The screenshot shows a reservation form for 'IMIL-OlympusFV3000 confocal'. At the top, there are 'Save' and 'Discard' buttons. The title field contains 'Malea/IMIL'. Below the title is a section for 'Invite required attendees'. The date and time fields are set to '6/26/2023' at '11:00 AM' and '11:30 AM'. There is an 'All day' toggle switch. Below the dates is a search field for a room or location. At the bottom, the account number to be billed is '23-XXXXXX-XXXXX'. A 'More options' link is visible in the bottom right corner. Three red arrows point to the title, the date and time fields, and the account number field.

IMIL-OlympusFV3000 confocal

Save Discard

Malea/IMIL

Invite required attendees

6/26/2023 11:00 AM All day

6/26/2023 11:30 AM

Search for a room or location

Account number to bill: 23-XXXXXX-XXXXX

More options