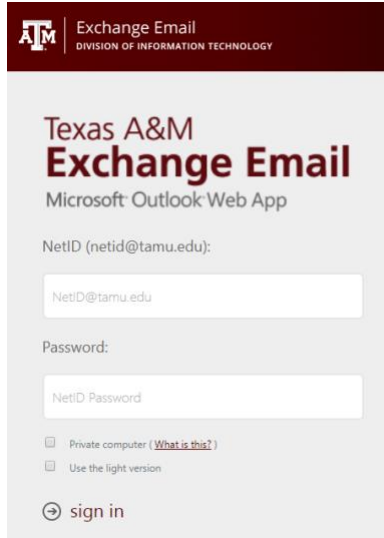


## IMIL Microscope Calendars

### Adding IMIL calendars to your TAMU calendar:

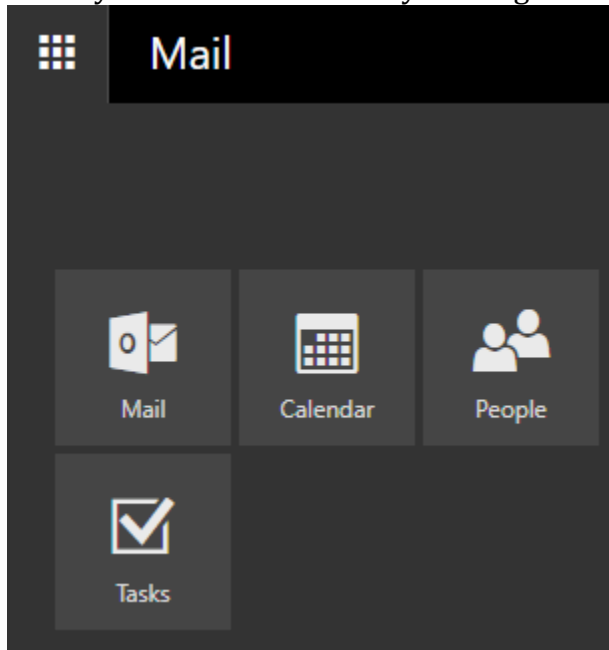
#### Outlook Web App

1. Access exchange.tamu.edu with your favorite web browser. Login using your TAMU Username and Password.

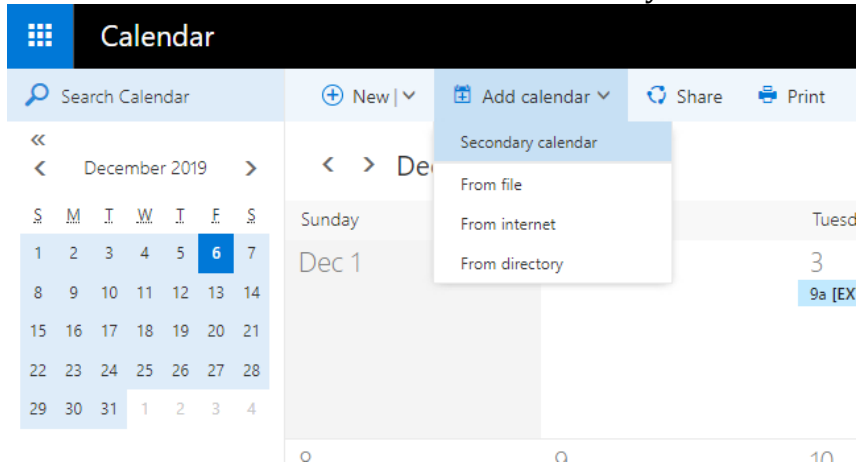


The screenshot shows the login interface for Texas A&M Exchange Email. At the top, there is a dark red header with the TAMU logo and the text "Exchange Email" and "DIVISION OF INFORMATION TECHNOLOGY". Below the header, the text "Texas A&M Exchange Email" is displayed in a large, bold font, followed by "Microsoft: Outlook Web App". The login form includes a "NetID (netid@tamu.edu):" label and a text input field containing "NetID@tamu.edu". Below this is a "Password:" label and a text input field containing "NetID Password". There are two checkboxes: "Private computer (What is this?)" and "Use the light version". At the bottom of the form is a "sign in" button with a right-pointing arrow.

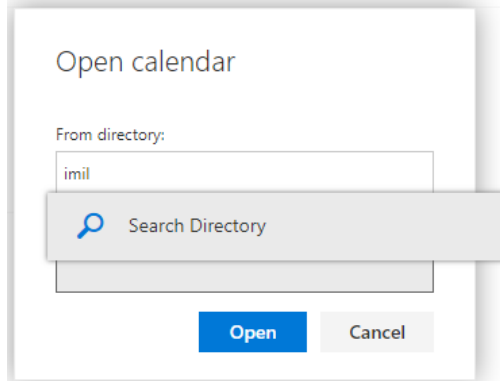
2. Select your TAMU calendar by clicking on Calendar (upper left corner)



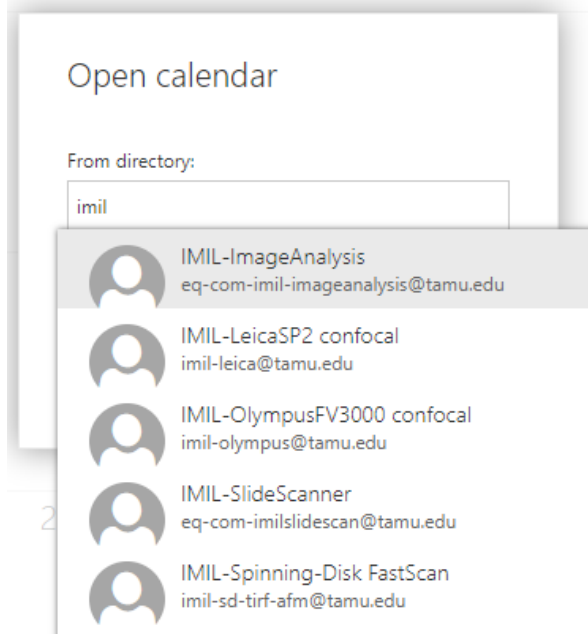
3. Click on Add calendar and select From directory.



4. In the 'Open calendar' window, Type imil and click Search Directory.

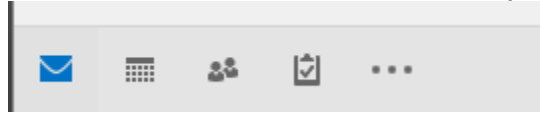


5. Click on the calendar that you want to add, then click 'Select ->'. Click 'Open' to accept your choice.

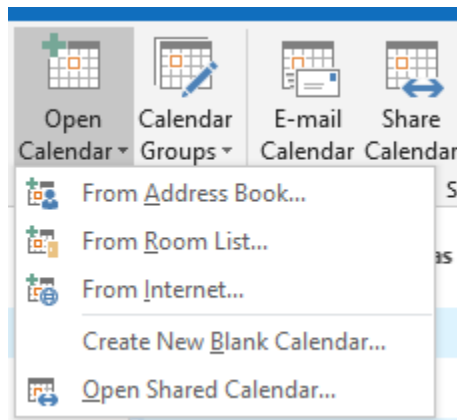


## Microsoft Outlook (Windows)

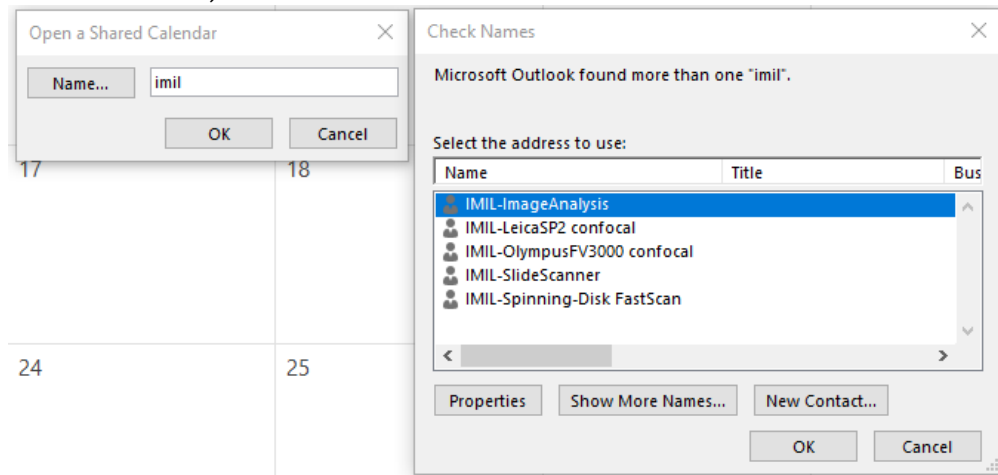
1. Run Outlook and click on 'Calendar' (lower left-hand corner)



2. Click on 'Open Calendar' from the 'Home ribbon'. Click 'Open Shared Calendar...'

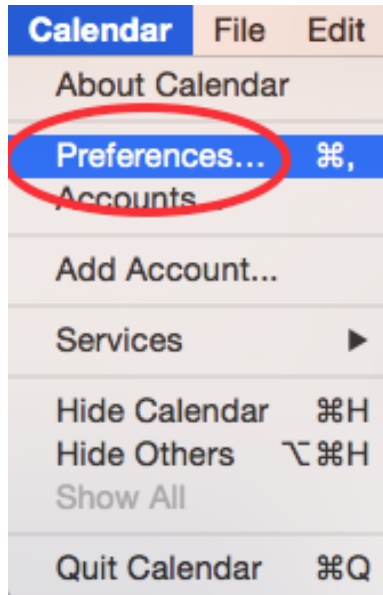


3. In the Name field, type 'IMIL' and Click 'OK'. Select the calendar you want to subscribe to, and then click 'OK'.

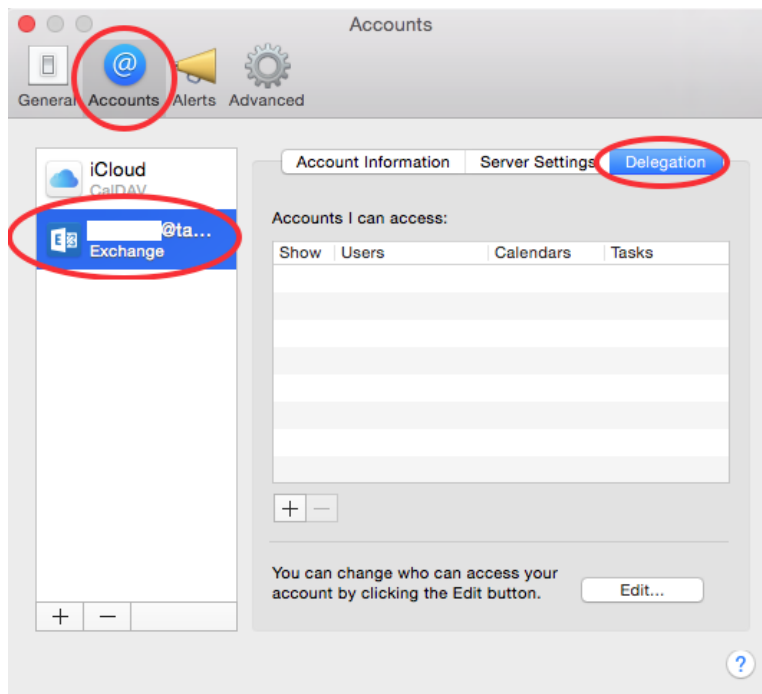


## Calendar.app (Macintosh)

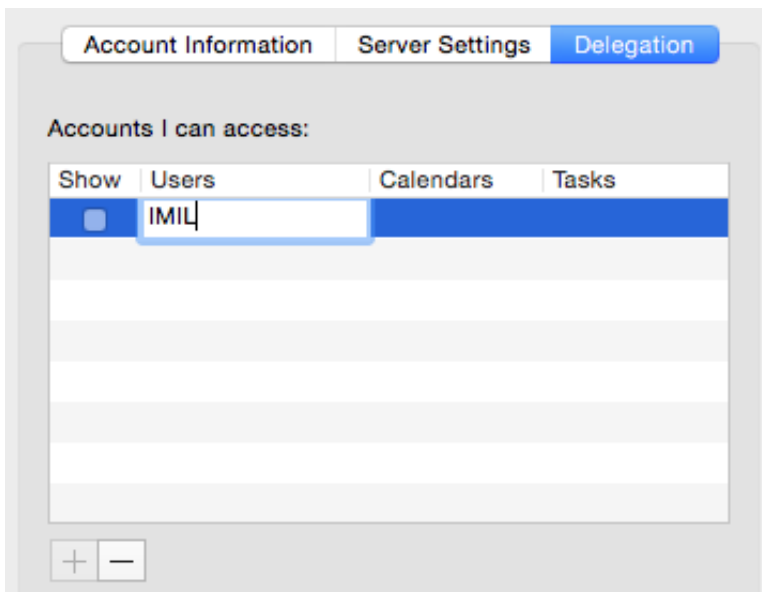
1. Open Calendar.app and select 'Preferences' under the Calendar menu.



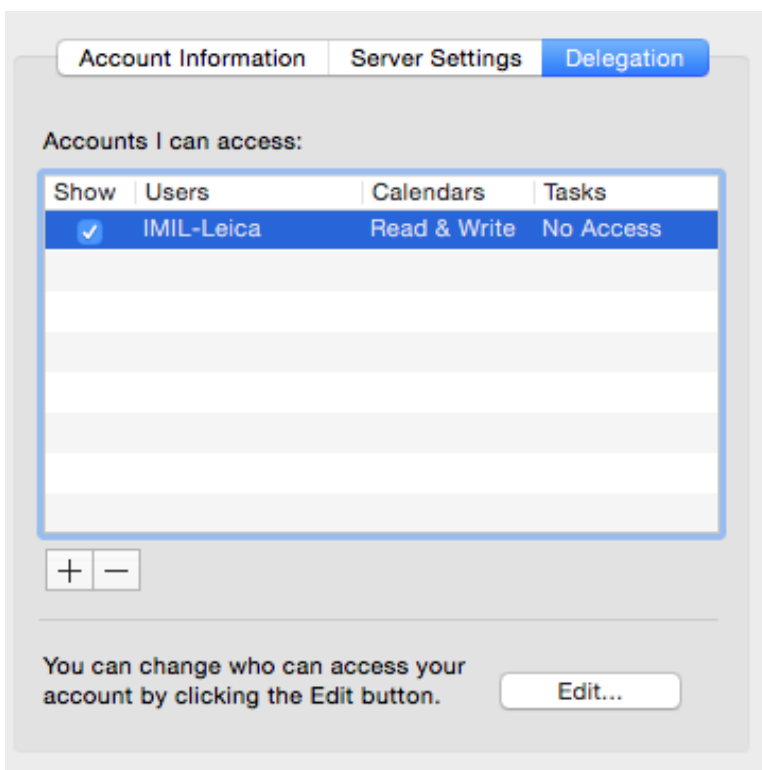
2. Select the 'Accounts' tab, click on your HSC Exchange account in the left column, and then select 'Delegation'.



3. Click the '+' sign (add a delegate) and type 'IMIL' in the Users search field.



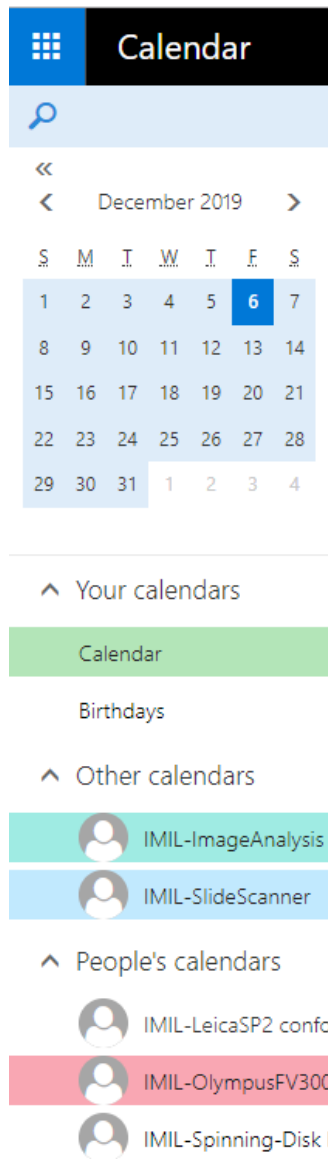
4. Click on the appropriate calendar that you want to subscribe to and put a check mark in the 'Show' box.



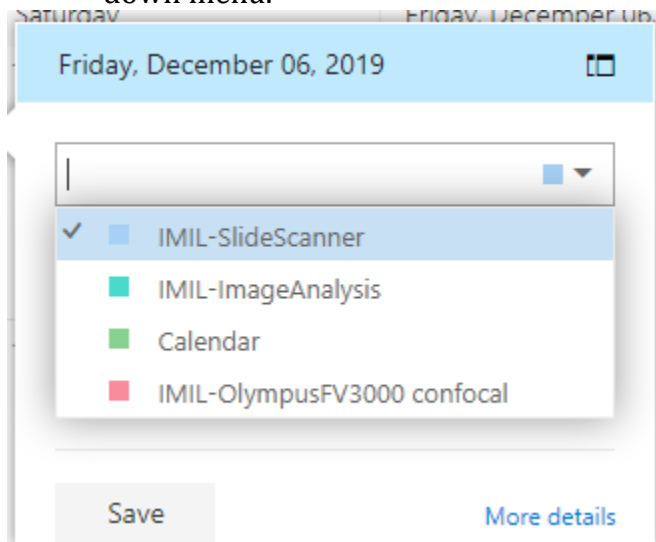
## Creating, changing, and deleting reservations:

### Outlook Web App









1. Login with your username and password at <https://exchange.tamu.edu/>
2. Click Calendar.
3. Under People's Calendars, click the desired IMIL calendars. When the calendar is highlighted that calendar's events will be shown in the main calendar.



4. Double-click desired date in the calendar.
5. In the window that opens, Select desired calendar from the right pull down menu.



- 6.
7. Uncheck the box by "All day event."
8. Choose start and end times. You can either choose times from the list or type in any time.
9. If you want an email reminder, leave Reminder box checked. For no reminder, uncheck that box.
10. Click Save and Close to create reservation.

Save and Close        HTML 

Appointment: Scheduling Assistant


















Subject: Webb (1-5 pm)

Location:

Start time: Thu 3/19/2015 1:00 PM  All day event

End time: Thu 3/19/2015 5:00 PM

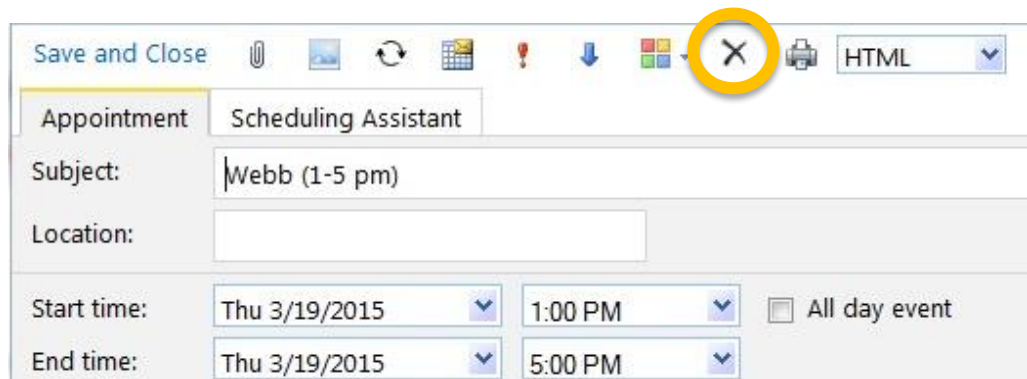
Reminder: 15 minutes Show time as: Busy  Private

Tahoma 10 **B** **I** **U**                 



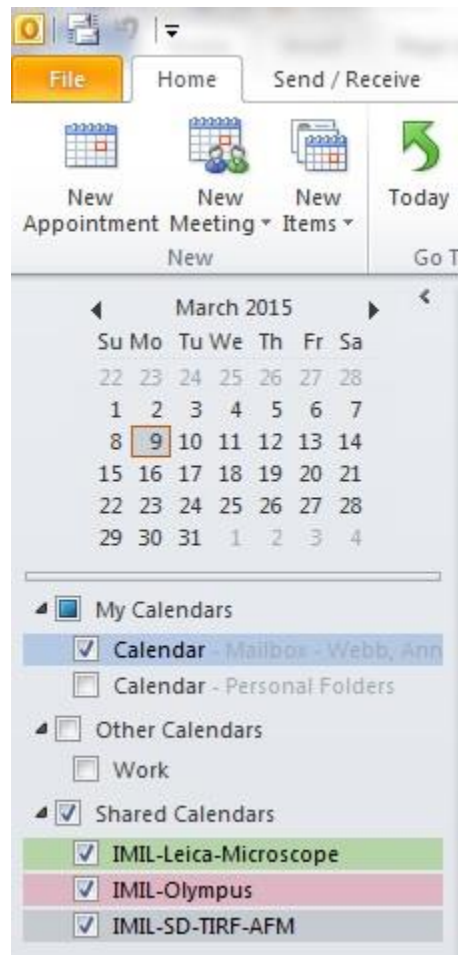
12. Double-click your reservations to edit times or delete. You cannot edit or delete any other users' reservations.

13. Delete by clicking the X at the top of the window.

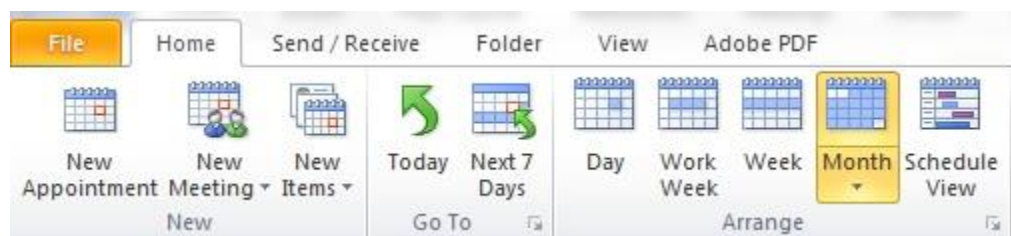


## Microsoft Outlook 2010 (Windows)

1. Click calendar in lower left corner of the Outlook program.
2. Under Shared Calendars, check boxes by IMIL calendars you want to display.

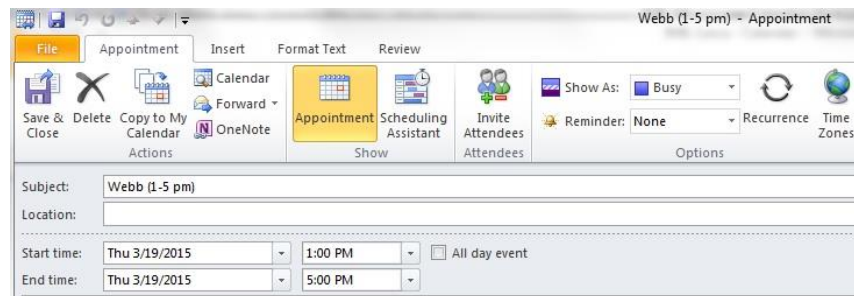


3. If you want to display the entire month, click on Month in the top of the window.

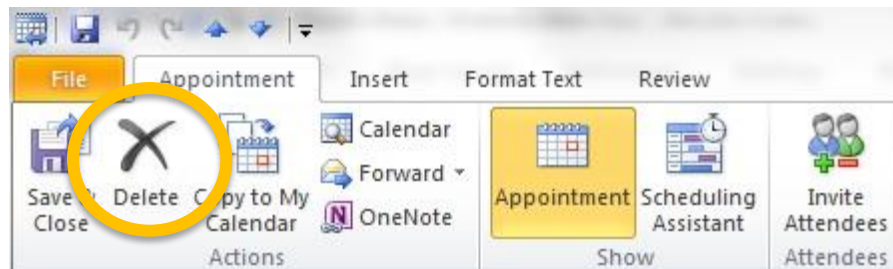


4. Double-click desired date in the calendar.

5. In the window that opens, type in your name and/or lab's name and the start time and estimated end time in the Subject line (ex. Webb 1 – 5 pm). Leave Location blank.
6. Uncheck the box by “All day event.”
7. Choose start and end times. You can either choose times from the list or type in any time.
8. If you want an email reminder, choose the reminder time from the list, or for no reminder, choose None.
9. Click Save & Close to create reservation.

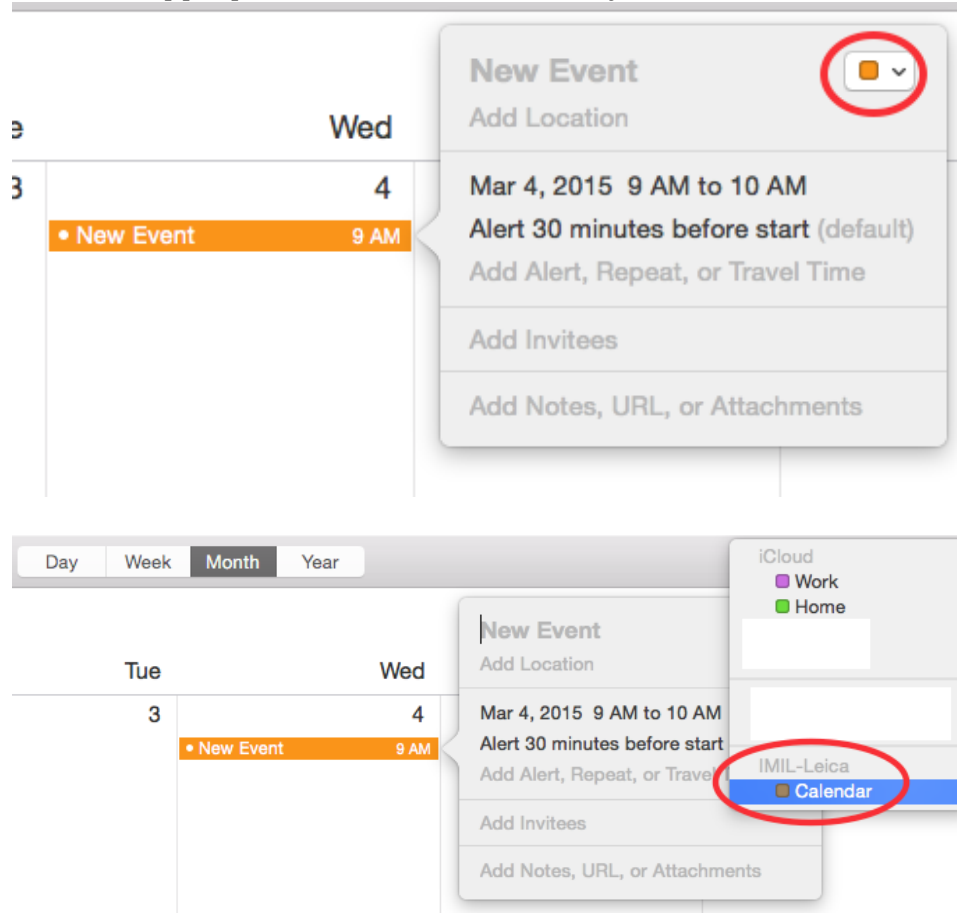


10. Double-click your reservations to edit times or delete. You cannot edit or delete any other users' reservations.
11. Delete by clicking the X in the top left corner of the event window.

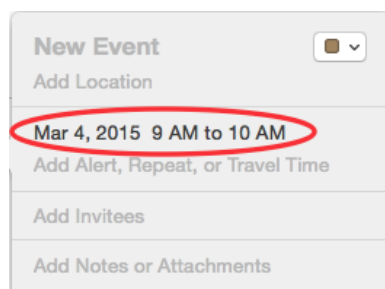


## Calendar.app (Macintosh)

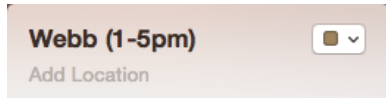
1. Open Calendar.app
2. To add an event, double-click the desired date in the calendar. Be sure to select the appropriate IMIL calendar to add your event to.



3. Click on the date or time to make changes to the event.

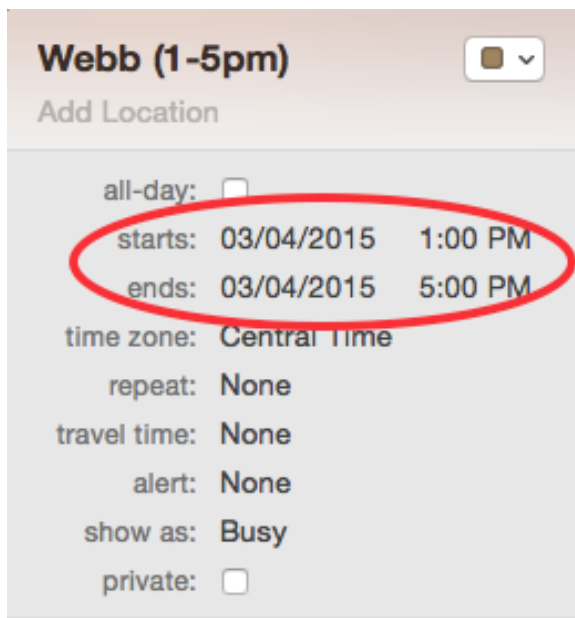


4. For the event title, please type in your name and/or lab's name and the start time and estimated end time (ex. Webb 1 - 5 pm). Leave 'Add Location' blank.



Webb (1-5pm)

5. Choose start and end times.



Webb (1-5pm)

all-day:

starts: 03/04/2015 1:00 PM

ends: 03/04/2015 5:00 PM

time zone: Central Time

repeat: None

travel time: None

alert: None

show as: Busy

private:

6. To edit an event that you created, double-click on it and make any necessary changes.

7. To delete an event that you created, just click on it and press the delete key or select 'Delete' under the Edit menu.

Edit	View	Window	Help
Undo Rename Event to "Webb (1-5pm)"			⌘Z
Redo Delete "Webb (1-5pm)"			⇧⌘Z
Cut			⌘X
Copy			⌘C
Paste			⌘V
<b>Delete</b>			
Select All			⌘A
Duplicate			⌘D
Edit Event			⌘E
Get Info			⌘I
Show Inspector			⇧⌘I
Publish...			
Stop Publishing...			
Send Publication Email...			
Find			⌘F
Show Spelling and Grammar			⇧⌘:
Start Dictation...			
Special Characters...			^⌘Space