

Reserving Time on the Online Calendar -Confocal Microscope

Microscope Core Facility 2013

To view calendar on MCF website, sign into your UNE account and go to:

<https://sites.google.com/a/une.edu/confocal-microscopy-facility/home/user-calendar>

NOTE: You can not create events/reserve time from the MCF website itself.

To reserve a time slot for confocal:

1. Go to google.com
2. Sign into Google using your UNE account and click on calendars tab.
3. As a trained user you should have access to create and edit events in the calendar. It is named **"User Calendar for the Leica SP5 Laser Scanning Confocal Microscope."** Note: Make sure you have selected the User calendar (you may have a private calendar or friend's calendar selected)
4. Create a new event under this calendar
5. Your reservation will be immediately visible on the Microscope Core Facility website User Calendar and on the goggle calendar

NOTE: Only trained confocal users are allowed to access and reserve time to use the confocal.