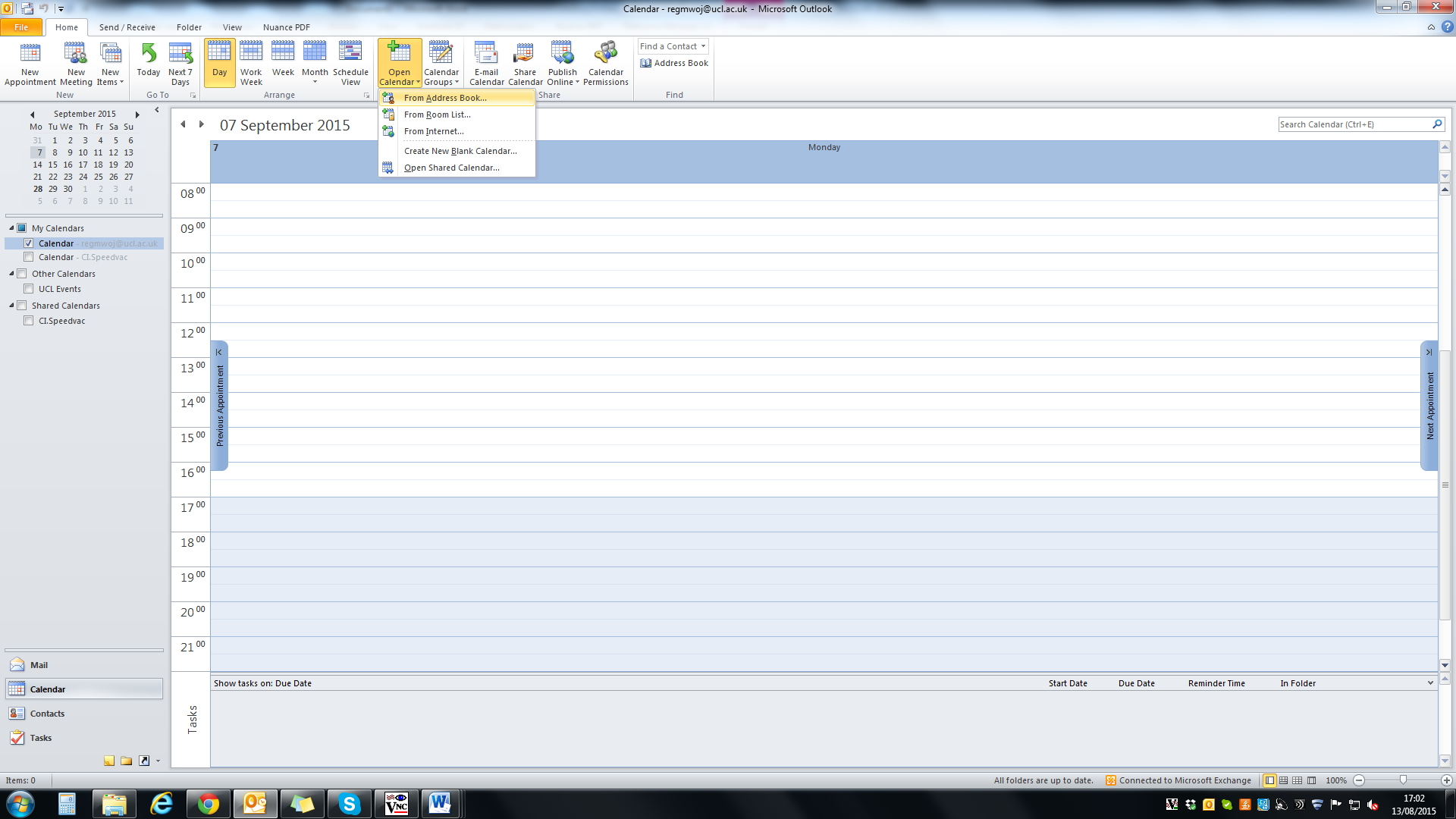
## Adding CI.Speedvac to Outlook calendar

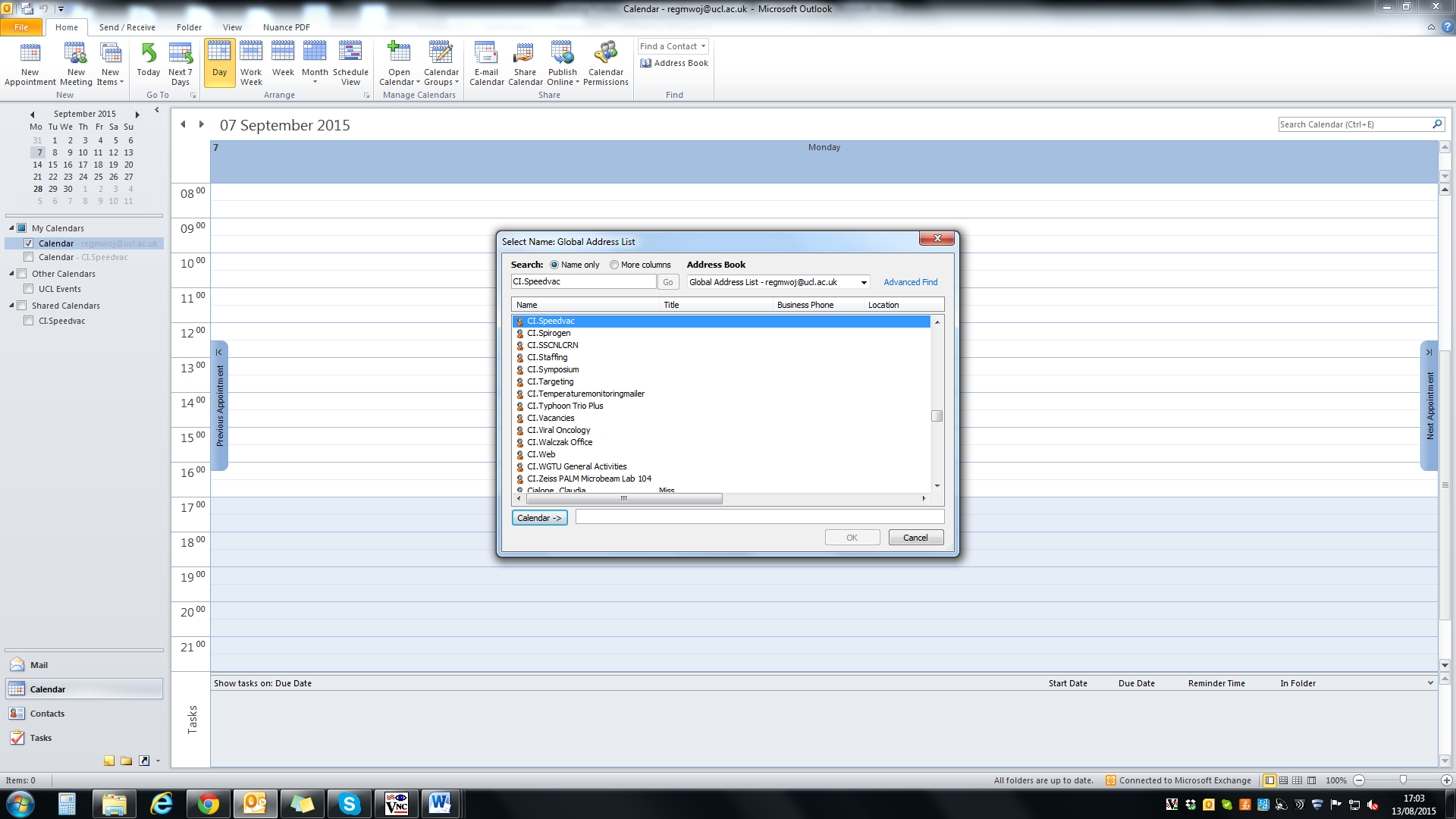
1. Open Outlook and go to “Calendar”
2. Go to “Open Calendar” and select “From Address Book”

**

2.

1.

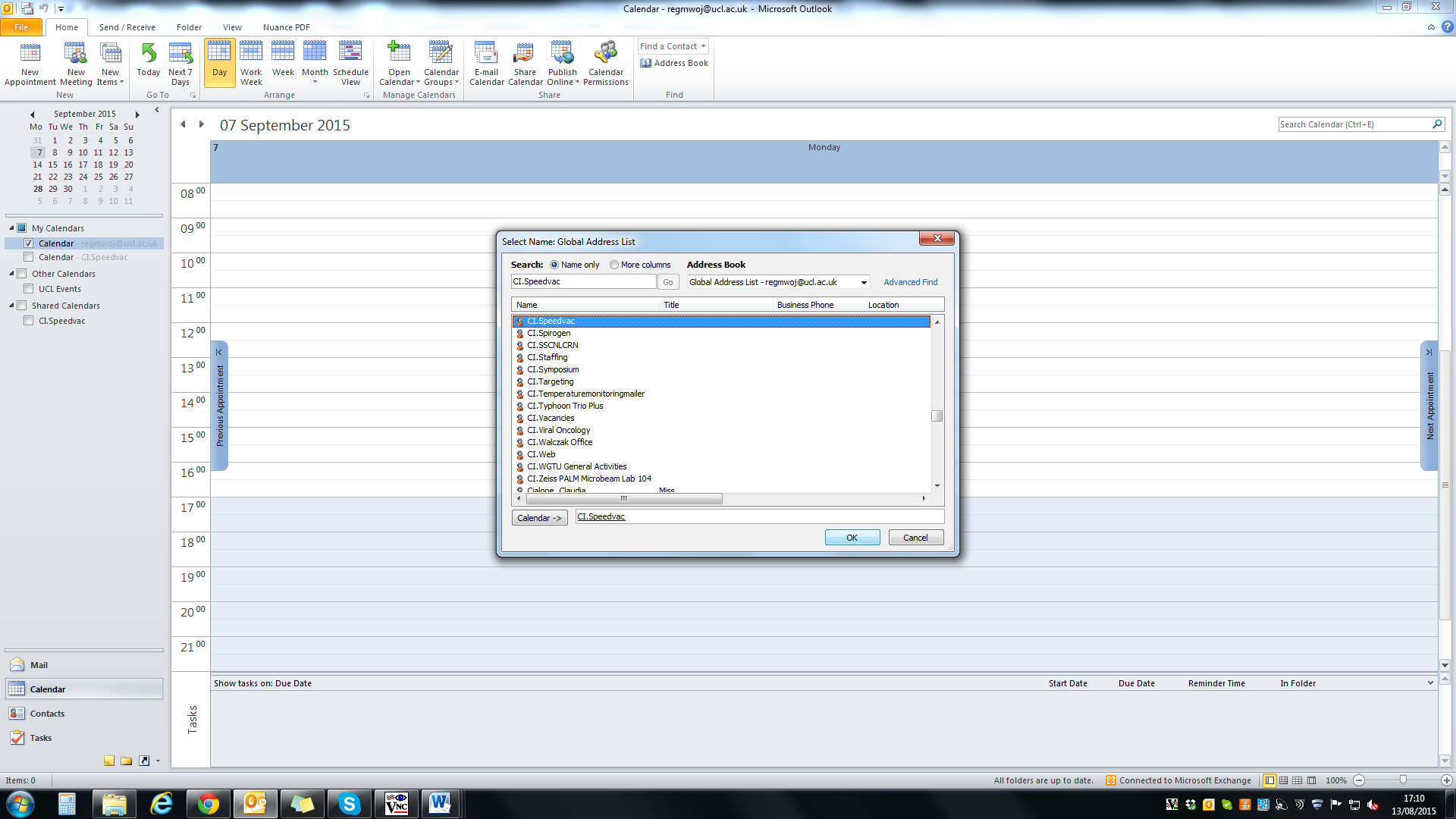
1. Ensure that the Address Book is set to “Global Address List”
2. Search for “CI.Speedvac”



3.

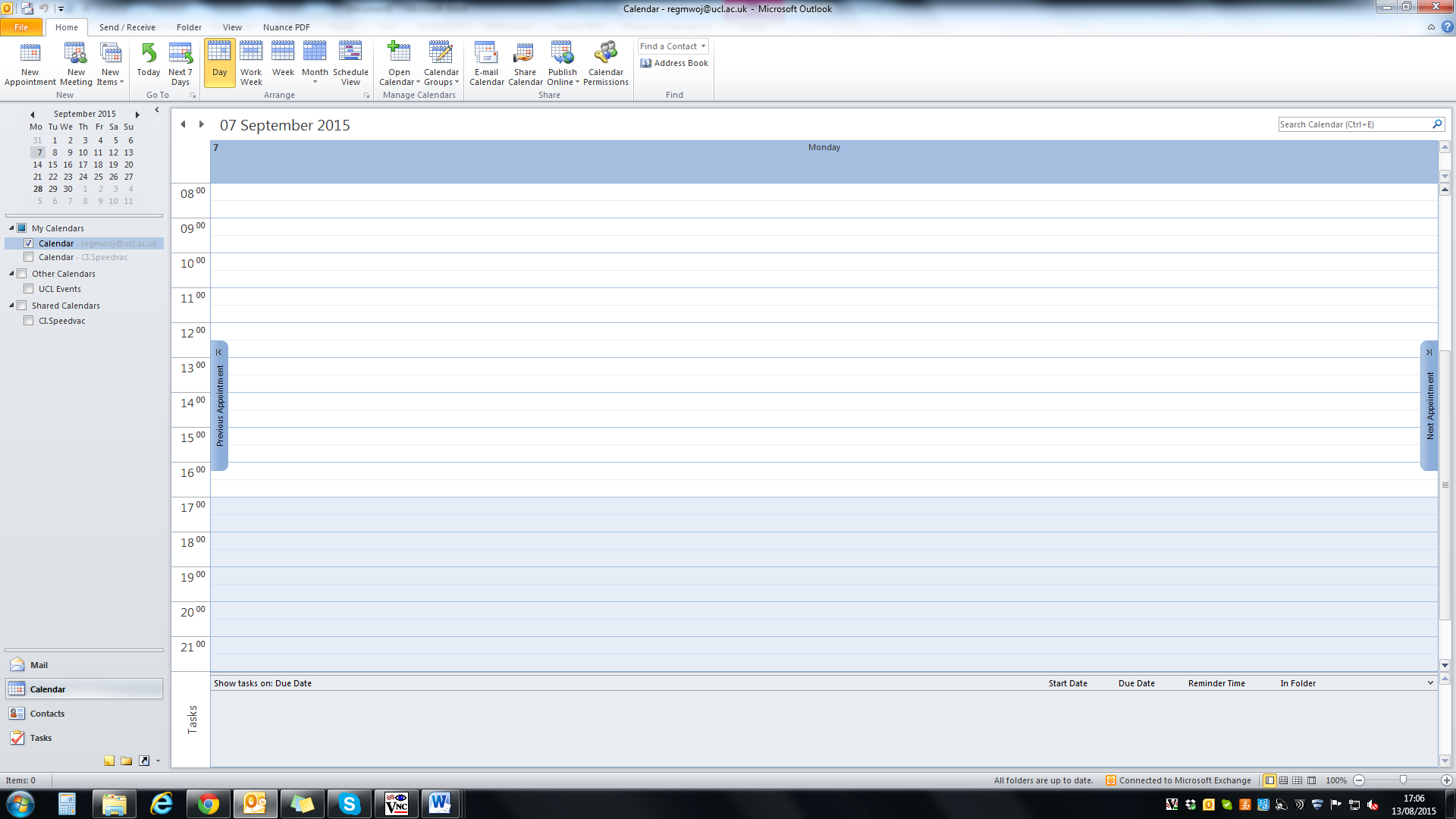
4.

1. Select it and add to your calendar



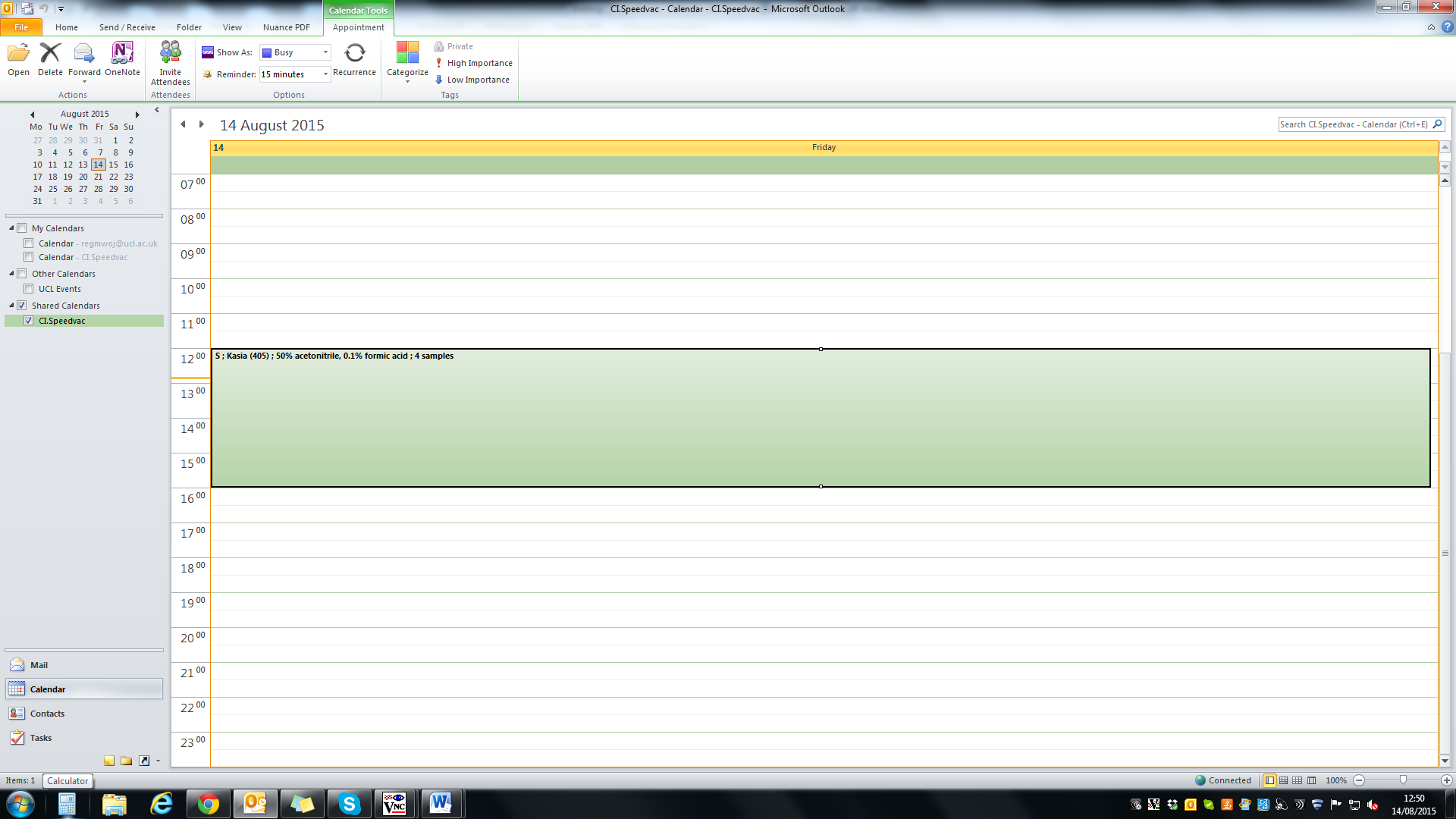
5.

1. CI.Speedvac should now appear under “My Calendars” list



6.

1. When booking the SpeedVac/Freeze Dryer please indicate the following:
   1. Type of instrument: **F** for Freeze dryer, **S** for SpeedVac
   2. Name and lab number
   3. Brief description of solvents/buffers used containing names and concentrations of the chemicals
   4. Number of samples



7a.

7b.

7c.

7d.

1. To cancel your booking and report any issues related to the instruments please send an e-mail to ci.proteomicsresearch@ucl.ac.uk.