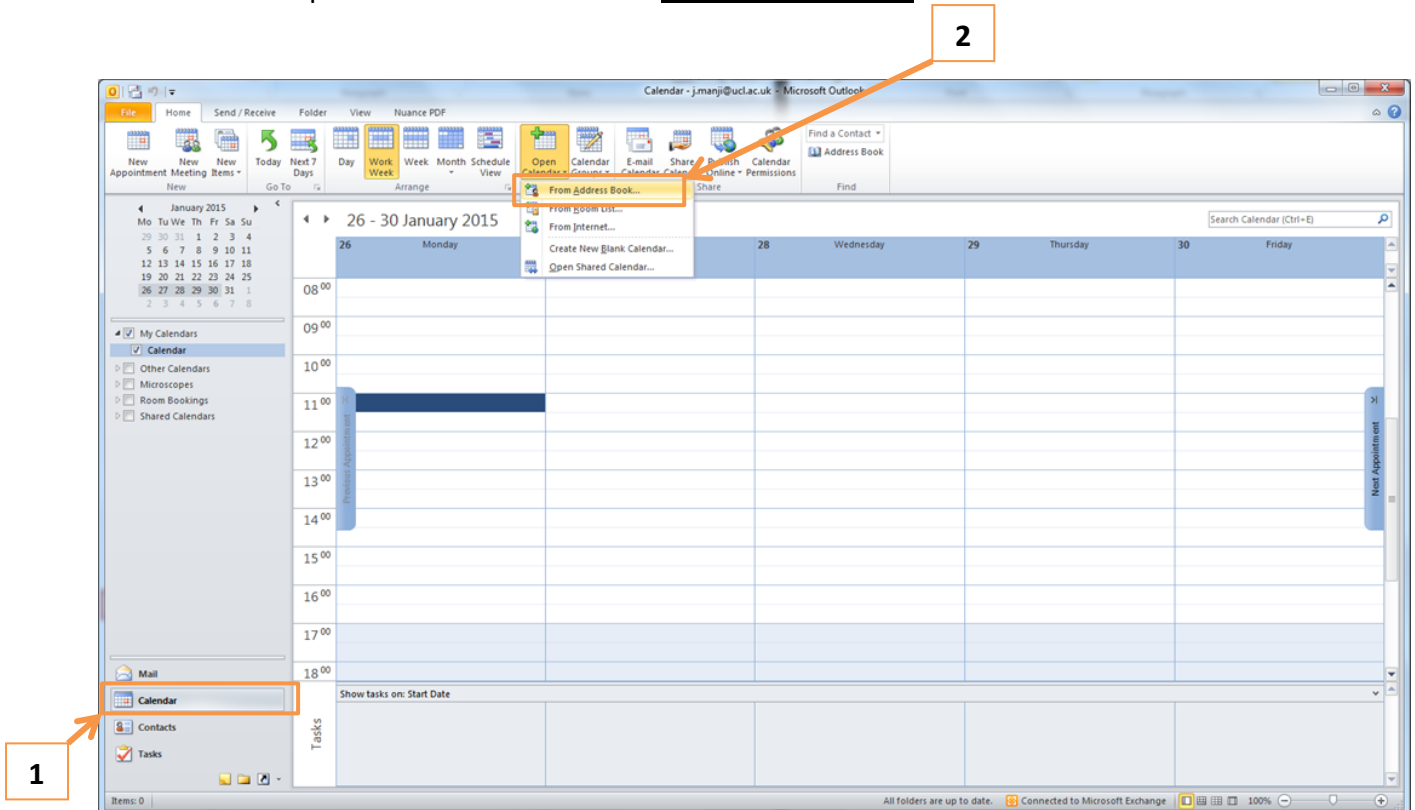
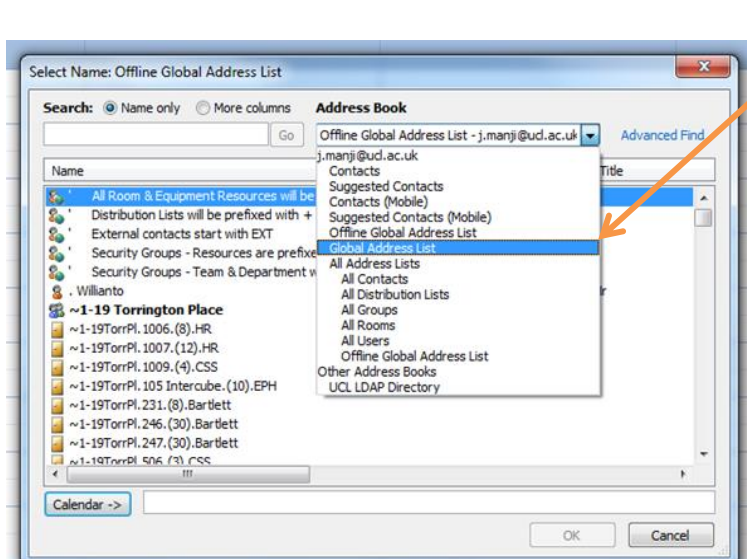


How to add a Shared Outlook Calendar

1. Open the Calendar tab from the Microsoft Outlook application
2. Select Open Calendar then click on From Address Book



3. From your Address book, use the dropdown menu to select 'Global Address List'



4. Then search for the appropriate Microscope/s:

- CI.Axio Observer Z1 with Apotome **Lab 226**
- CI.Axio Imager A1 **Lab 226**
- CI.Zeiss PALM Microbeam **Lab 104**
- CI.Axio Observer Z1 with Environmental Chamber **Lab 126**
- CI.Leica M205 Stereo Microscope 1 **Lab 226**
- CI.Axiovert 100 **Lab 509**
- CI.Zeiss LSM880 Confocal Plus **Lab 104A**
- CI.Perkin Elmer Vectra 200 **Lab 104**
- CI.Evos FL Auto G25 **Lab G25**
- CI.Image Analysis Computer **Lab 226**

Please note: If you wish to cancel your booking, you must email **Jiten: J.Manji@ucl.ac.uk** before the start time.