How to add a calendar using the Outlook Web App

1) Through a web browser, go to the following address:

http://www.ucl.ac.uk/isd/live_login



2) Log in using you UCL credentials...



Microscopy Core Facility

4) In the left hand side column, right-click 'My calendars'

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🗰 Apps 🛛 🔤 ZEISS Microscopy O	🕱 www.med.upenn.ed 🕌 Royal Microscopical 🦹 Molecular Expressio 🕒 M
III Office 365	Calendar
⊕ New «	12–18 January, 2015
Search calendar	4 Jani2-18 Jani9-25 Jan26-1 Feb2-8 Feb9-15 Feb10
January 2015	12 Monday 13 Tuesday 14 Wednesday
M T W T F S S	
29 30 31 1 2 3 4 5 6 7 8 9 10 11	8
12 13 14 15 16 17 18	
19 20 21 22 23 24 25 26 27 28 29 30 31 1	9
→ My calendar New calendar	4b) Select: 'Open Calendar'
Other ca Open calenda	
Microsco Rename calendar	dar group
✓ Room B(Delete calend	ar group
✓ People's calendars	14
Rooms	
✓ Groups	15
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5) In the 'From directory' field, type the name of the microscope calendar you wish to add:

Open calendar	Open calendar
From directory:	From directory:
Internet calendar:	CI.Axio Imager A1 Lab 226 rmx1626@live.ucl.ac.uk
Open Cancel	CI.Axio Observer Z1 With Apotome RMx1643@ucl.ac.uk
	CI.Axio Observer Z1 With Environmermx1624@live.ucl.ac.uk
of Microscopes:	Cl.Axiovert 100 Lab 509 rmx1630@live.ucl.ac.uk

- CI.Axio Observer Z1 With Apotome Lab 226
- CI.Axiovert 100 Lab 509
- CI.Live Cell Imager Z1 With Environmental Chamber Lab 126
- CI.Zeiss PALM Microbeam Lab 104
- Cl.Axio Imager A1 Lab 226
- CI.Leica M205 Stereo Microscope 1 Lab 226
- CI.Zeiss LSM880 Confocal Plus (added 2016)
- CI.Perkin Elmer Vectra 200 (added 2016)
- CI.Evos FL Auto G25 (added 2016)
- Cl.Image Analysis Computer Lab 226 (added 2017)

Please note... **ALL** Calendars are user restricted. If it is your first time booking time, you will need to email Jiten (j.manji@ucl.ac.uk) to ensure you are on the permissions list.