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) Example

Username:
reg1234@ucl.ac.uk

Password: **xxxx**

2) Log in using you UCL credentials…

3) Select the tab in the top left corner and select Calendar

3a)   **3b)**

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

4a) Right-click My Calendar

4b) Select: 'Open Calendar'

5) In the 'From directory' field, type the name of the microscope calendar you wish to add:

List of Microscopes:

- 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
- CI.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)
- **CI.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.