How to add Public Folder Calendars to Schedule Equipment Use in Outlook Gerard Apodaca PhD; 06-02-20

1. Scheduling must be completed using the Outlook application for Mac or Windows. Unfortunately, other calendar applications cannot see the Public Folders, where the scheduling calendars are located. N.B. You cannot schedule an appointment unless you are an authorized user. Please talk to Dr. Apodaca (gl6@pitt.edu) or Dennis Clayton (drc43@pitt.edu) to receive access to the scheduling calendars.

2. To access the public folder calendars in Windows, do the following:
   • Click the ellipsis (...) at the bottom of your Outlook window and choose “Folders.”
   • Expand the Public Folders icon and navigate to the following:
     Public Folders/Department of Medicine/Renal/Leica equipment calendar
   • As a Windows user you can add the Public Folders to your favorites. Right click on the Public Folder and choose “Add to Favorites.”

3. To access the public folder calendars on a Macintosh, do the following:
• Referring to the image above: at the top left of the Outlook window, select “tools” (circled), and then click on the icon labeled “Public Folders” (arrow).

![Image of Outlook window with Public Folders highlighted]

• Upon selecting Public Folders, a folder browser window will pop up. Referring to the image above, navigate to /Department of Medicine/Renal/Leica equipment calendar (boxed).

• Select the calendar of interest and click the “Subscribe button” (circled). You can then select a different calendar and again click “Subscribe.” You can now close the browser window.

![Image of Outlook calendar with subscribed public folders]

• Referring to the image above, when in calendar mode (circled), you can then look for your “Subscribed Public Folders/email address” to find the calendars you have added (boxed). Select the individual calendars to view information about scheduling for that instrument. The next section describes how to schedule an appointment.
How to schedule an appointment to use the shared Kidney Imaging Core microscopes and equipment  

*Gerard Apodaca, PhD; 06-02-20*

1. Scheduling must be completed using the Outlook application for Mac or Windows. Unfortunately, other calendar applications cannot see the Public Folders, where the scheduling calendars are located. N.B. You cannot schedule an appointment unless you are an authorized user. Please talk to Dr. Apodaca (gla6@pitt.edu) or Dennis Clayton (drc43@pitt.edu) to receive access to the calendars.

2. The instructions for making appointments using the Mac or Windows versions of Outlook are similar, and I use the Mac version as an example.

3. First, you need to make sure that you select the Calendar for the appropriate piece of equipment. This requires that you have already added the appropriate calendars in the Public folder of your Outlook client. N.B. If you have not done so already, then refer to the preceding section titled “How to Add Public Folder Calendars ...” for instructions on how this is done.
Referring to the figure above, select the Calendar icon (arrow) on the navigation pane to see the calendars. You should be able to see the Public folder calendars to which you are subscribed (boxed). These can include the following: Leica SP5 confocal, the Leica Widefield microscope, the Leica SP8 renal perfusion confocal, and the cryostat. Depending on your subscription, you may or may not see all of the calendars.

- As the room that houses the cryostat has single person occupancy, you can use that calendar to also schedule the paraffin-embedded tissue microtome housed in the same room.

2. While you can schedule an appointment in the “Month” view, it is easier to use the “Week” view (circled) or “Day” view. **Remember: Select the date you want to schedule before preceding.**

3. Second, you will make your appointment. Your permissions are set so you can see other existing appointments, but not delete them. However, you can delete your own appointments.
• Referring to the figure above, you can either click on the appointment button (circled), or click the “New items” button and select appointment (arrow).

• Referring to the figure above, enter the following information:

Subject line: Your name and your phone number where you can be reached (circled). Enter the duration of your appointment (boxed).

Click the “Save & Close” button.

Your appointment is now scheduled (see figure to the right).
4. If you want to edit or delete your appointment do the following:

- **Single click:** You will have the option of deleting your appointment (see image below).

- **Double click:** You will bring up the appointment schedule window and you can make edits as you see fit, including choosing to delete the appointment.