Booking the Flow Cytometry Core
Booking Large Equipment

• Meeting requests will be confirmed by email between 9am and 5pm

• Bookings may take up to 12 hours to be confirmed.
Booking Large Equipment

- Maximum **one** (1) person per booking
- The person booking the instrument is responsible for the care, turning off and covering of the instrument.
- 0.5 to 1.0 hour time slots - 9 am to 5 pm weekdays
- If you can’t make your booking **cancel it!**
- The technical staff (Siying Ye) may cancel bookings to suit circumstances eg. timetable changes
Booking a time slot
Booking a timeslot

• Login into Deakin webmail
Booking a timeslot

- Login into the Outlook Web App with your username and password
Booking a timeslot

• Click on Calendar
Booking a timeslot

- Change the calendar view to *day* or *work week*
- **Right** click on the time and day of your *preferred* booking.
- Click *New.*
Booking a timeslot

- Click on + to add an attendee
Booking a timeslot

• Type *G HEALTH Medicine in the Search people box and hit Enter
Booking a timeslot

• Select the instrument you wish to book from the list
Booking a timeslot

• Check the instrument description to make sure you are booking the correct type and model.
Booking a timeslot

- Click on the + sign to add this instrument to your booking.
Booking a timeslot

• Click OK
Booking a timeslot

- Now click **SCHEDULING ASSISTANT**
Booking a timeslot

- You will now see the instrument calendar beside your calendar.
Booking a timeslot

- Timeslots in grey are not available for booking.
Booking a timeslot

• The day shown will be today’s date.

• Select another day if required.
Booking a timeslot

• Select a time from the dropdown list that is available in the equipment's calendar
Booking a timeslot

- Click OK
Booking a timeslot

• Type the instrument name in the Event field e.g. SOMFlow
• Change the meeting length to one (1) hour
Booking a timeslot

- Click **SEND** to submit your request
Booking a timeslot

- **Your** Outlook calendar now shows the tentative booking.
Booking a timeslot

• Click Mail and check for a message
Booking a timeslot

• You will receive a response indicating the booking is waiting on approval
Booking a timeslot

- You will then receive an email confirming your booking from the technical staff.

- Bookings will only be confirmed during working hours.
- Confirmations may take up to 12 hours
Booking a timeslot

• If you wish to make a second booking follow the same procedure as before.

• Make sure you have selected the correct day and remember to use scheduling assistant to check timeslots are free on the instrument you are booking.
Edit or cancel a booking
Edit or Cancel a Booking

- If your booking is declined you can either edit the request or delete it from your calendar.
Edit a booking

• Left click on your booking in your calendar
Edit a booking

• Click EDIT in the popup window.
Edit a Booking

• Use **SCHEDULING ASSISTANT** to change the day or time
Edit a Booking

• Change the time or day
Edit a Booking

- Click OK
Edit a Booking

• Click SEND

• Check your email for confirmation of your new booking time
Cancelling a booking
Cancelling a booking

• Left click on your booking in your calendar
Cancelling a booking

• Click CANCEL in the popup window.
Cancelling a booking

- Select **YES** from the popup
Cancelling a booking

- Click **Send** in the popup window
Cancelling a booking

- The booking has disappeared from your calendar
Help?

• Contact the tech team (Scott or Fiona) for help.

• We can give limited advice by email

• Request a time for a hands on demonstration