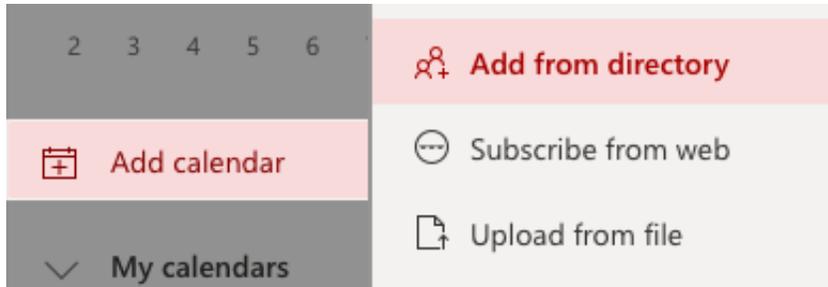


Open UMail Instrument Calendars

Unless you already use Outlook for email, Path-IT recommends using Outlook Web App (OWA) for instrument scheduling.

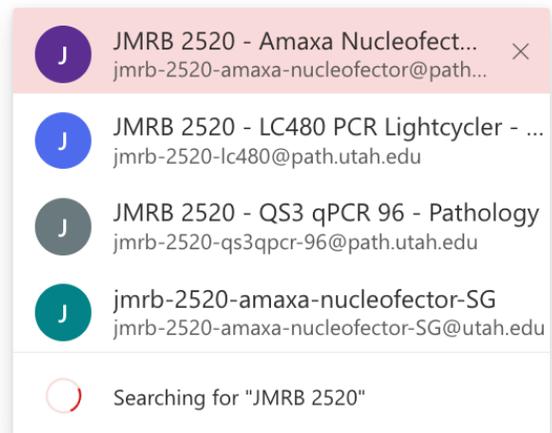
From OWA

1. Browse to www.umail.utah.edu
2. Login with your credentials
3. Select the Calendar on the left side
4. Select "Add calendar" and then "Add from directory"



5. Search for an instrument by name, example type "JMRB 2520"
 1. Once the instrument in question is displayed, click it
6. Create an appointment
 1. Select New Event or double-click on an open time slot on the day you want
 2. Fill out your information
 3. Save

JMRB 2520



From Outlook Client

1. Go to Calendar
 2. Select Open Shared Calendar
3. Search for an instrument by name, example "JMRB 2520"
 1. Once the instrument in question is displayed, select "Open"
 4. Create an appointment
 1. Select the Appointment button or double-click on an open time slot on the day you want
 2. Fill out your information
 3. Save

