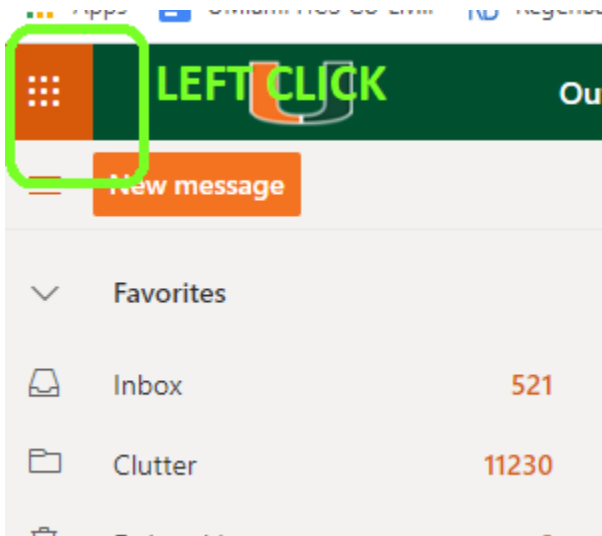


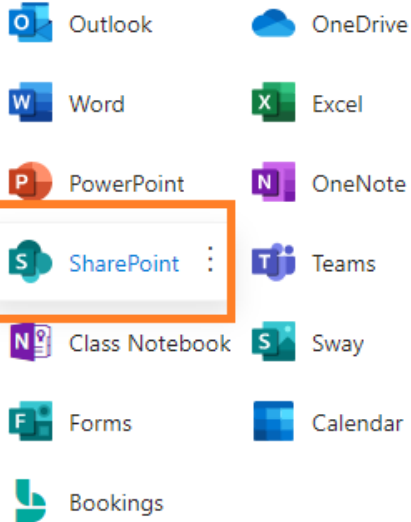
1. Open web browser (chrome, IE etc.), put in address: mail.miami.edu; User your CGCENT account to log in.
2. Left Click on top left corner icon.



3. Click on SharePoint

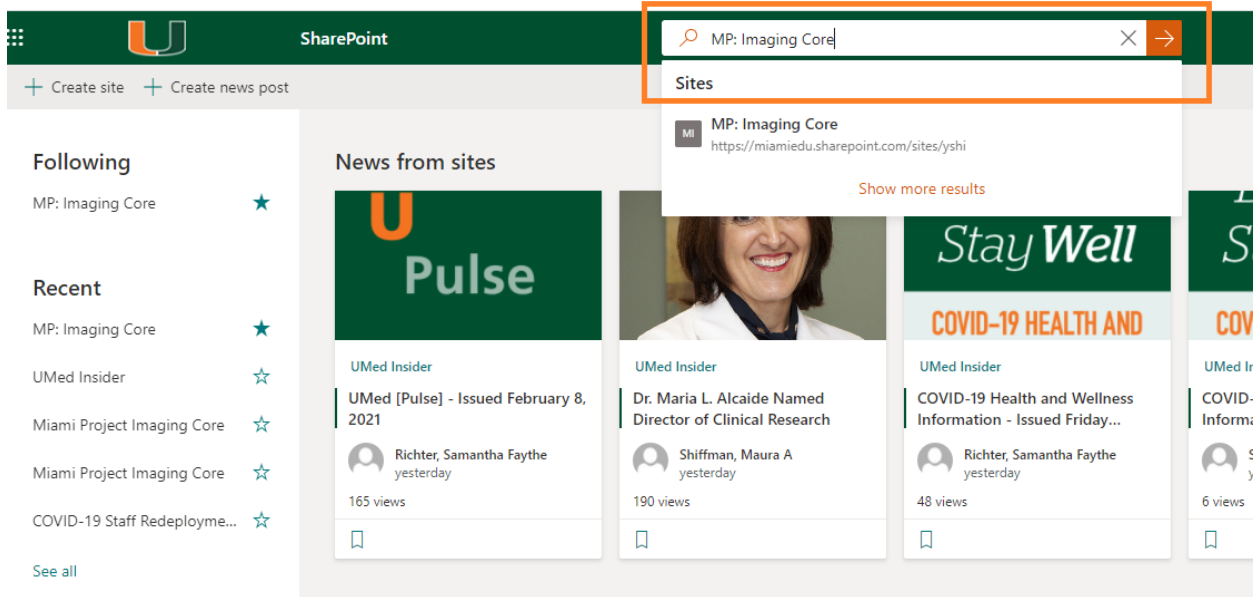


Apps

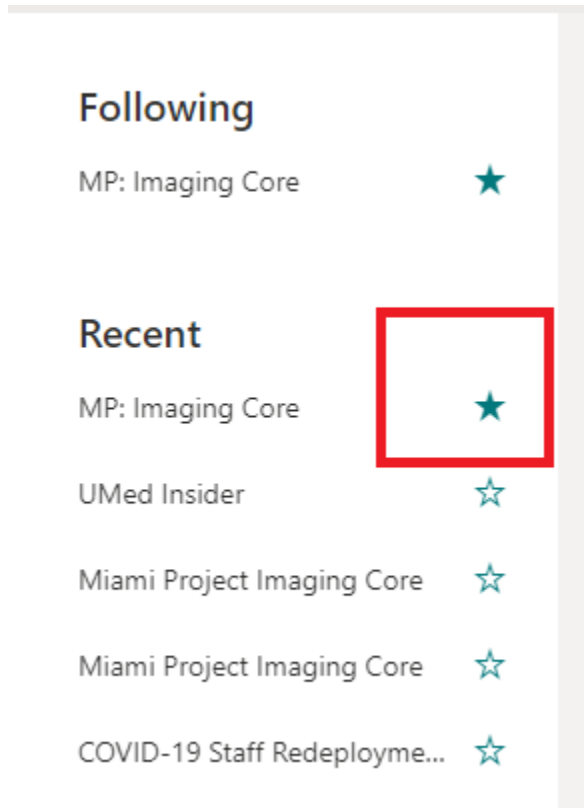


All apps →

4. If MP: Imaging core does not automatically show up, search it out on the search bar;



5. High light the Star next to the MP: Imaging core and following it. So next time you do not have to search it out.



6. Click on "Site Content" to view all the calendars.

MI **MP: Imaging Core**

Home + New Site usage Site

Conversations

Documents

Notebook

Pages

Site contents

Recycle bin

Edit

Contents Subsites

Name	Type	Items	Modified
Documents	Document library	0	2/6/2021 10:13 PM
Form Templates	Document library	0	2/8/2021 8:35 AM
Style Library	Document library	0	2/6/2021 10:13 PM
MP: Confocal Olympus	Events list	1	2/8/2021 10:07 AM
MP: Imaris Workstation	Events list	0	2/8/2021 10:12 AM
MP: PathScan	Events list	0	2/8/2021 10:08 AM
MP: StereScope A	Events list	0	2/8/2021 10:08 AM
MP: StereScope C	Events list	0	2/8/2021 10:09 AM
MP: StereScope D	Events list	0	2/8/2021 10:10 AM
MP: UltraScope	Events list	0	2/8/2021 10:12 AM
MP: Zeiss Montage	Events list	0	2/8/2021 10:11 AM

Calendars for instruments

Click to access and add new event

Microsoft Teams
Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.

7. Click on the instrument calendar you want to book and add new event.

BROWSE **EVENTS** CALENDAR

New Event View Event Edit Event Delete Event

Version History Event Permissions

2021

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

Today is Wednesday, February 10, 2021

Calendars in View

MP: Confocal Olympus

8. User Title: "Your Name@PI lab", Category "PI lab" to name your booking.

The screenshot shows a calendar application interface with a 'New Item' dialog box open. The dialog box is titled 'MP: Confocal Olympus - New Item' and has a close button (X) in the top right corner. The dialog box contains the following fields and options:

- EDIT** tab is selected.
- Commit** group: Save (purple floppy disk icon), Cancel (red X icon).
- Clipboard** group: Paste (yellow notepad icon), Copy (blue notepad icon).
- Actions** group: Attach File (white document icon), Spelling (blue checkmark icon).
- Title ***: A text input field containing 'Your Name @ PI Lab', highlighted with an orange box.
- Location**: An empty text input field.
- Start Time ***: A date and time picker showing '2/11/2021' at '12 PM' and '00'.
- End Time ***: A date and time picker showing '2/11/2021' at '1 PM' and '00'.
- Description**: A large empty text area.
- Category**: A dropdown menu with 'Specify your own value:' selected and 'PI LAB' entered in the input field, highlighted with an orange box.
- All Day Event**: A checkbox labeled 'Make this an all-day activity that doesn't start or end at a specific hour.' which is unchecked.
- Recurrence**: A checkbox labeled 'Make this a repeating event.' which is unchecked.
- Buttons**: 'Save' (teal button, highlighted with an orange box) and 'Cancel' (white button) at the bottom right.

The background shows a calendar view for February 2021, with the current date being Monday, February 8, 2021. The calendar is titled 'MP: Confocal Olympus'.