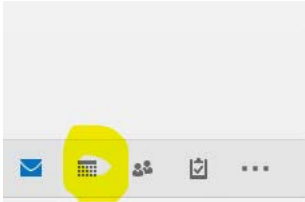


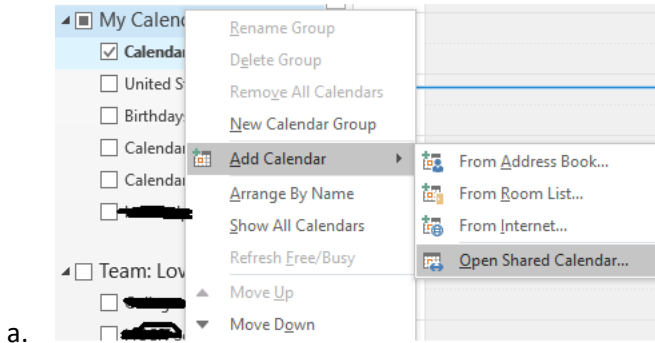
How to Add a Shared Calendar to Outlook

This document will assist with viewing the free/busy times for the IVIS and Maestro imaging equipment at MUSC Hollings Cancer Center.

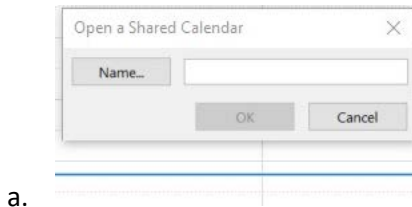
1. Open Outlook and click on your Calendar tab.



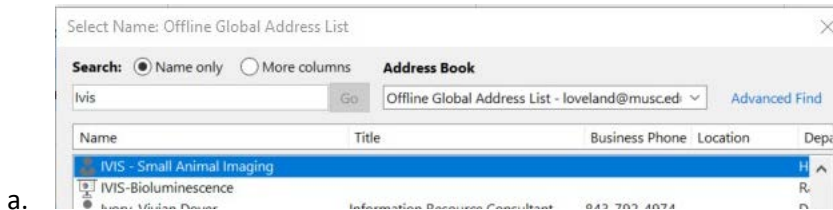
2. Right click on My Calendars on the left-hand side, select "Add Calendar," then select "Open Shared Calendar."



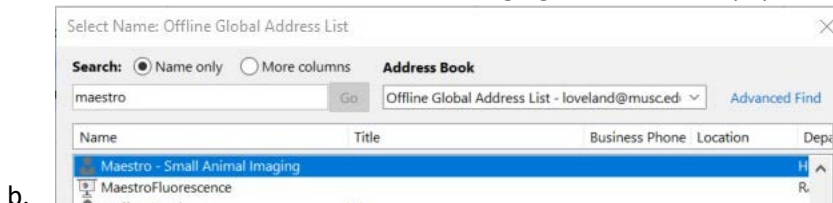
3. Click on "Name."



4. Search for "IVIS" or "Maestro" to find the equipment shared calendar.



- i. Select "IVIS-Small Animal Imaging" for the IVIS equipment calendar.



- i. Select "Maestro-Small Animal Imaging" for the Maestro equipment calendar.