

# Signup for Microscopy using Google Calendar

- 1) Login to MySU/MyMail
- 2) Click Calendar on upper left corner

Mail **Calendar** Documents Contacts more -

Sabancı  
Universitesi

Search Mail

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Mail

Contacts

Tasks

Compose mail

ESPN.com - [Report: NCAA considers extending Miami probe](#) - 33 minutes ago



Archive

Spam

Delete



Move to ▾

Labels ▾

More ▾



Try on a new inbox:

Classic

Important first

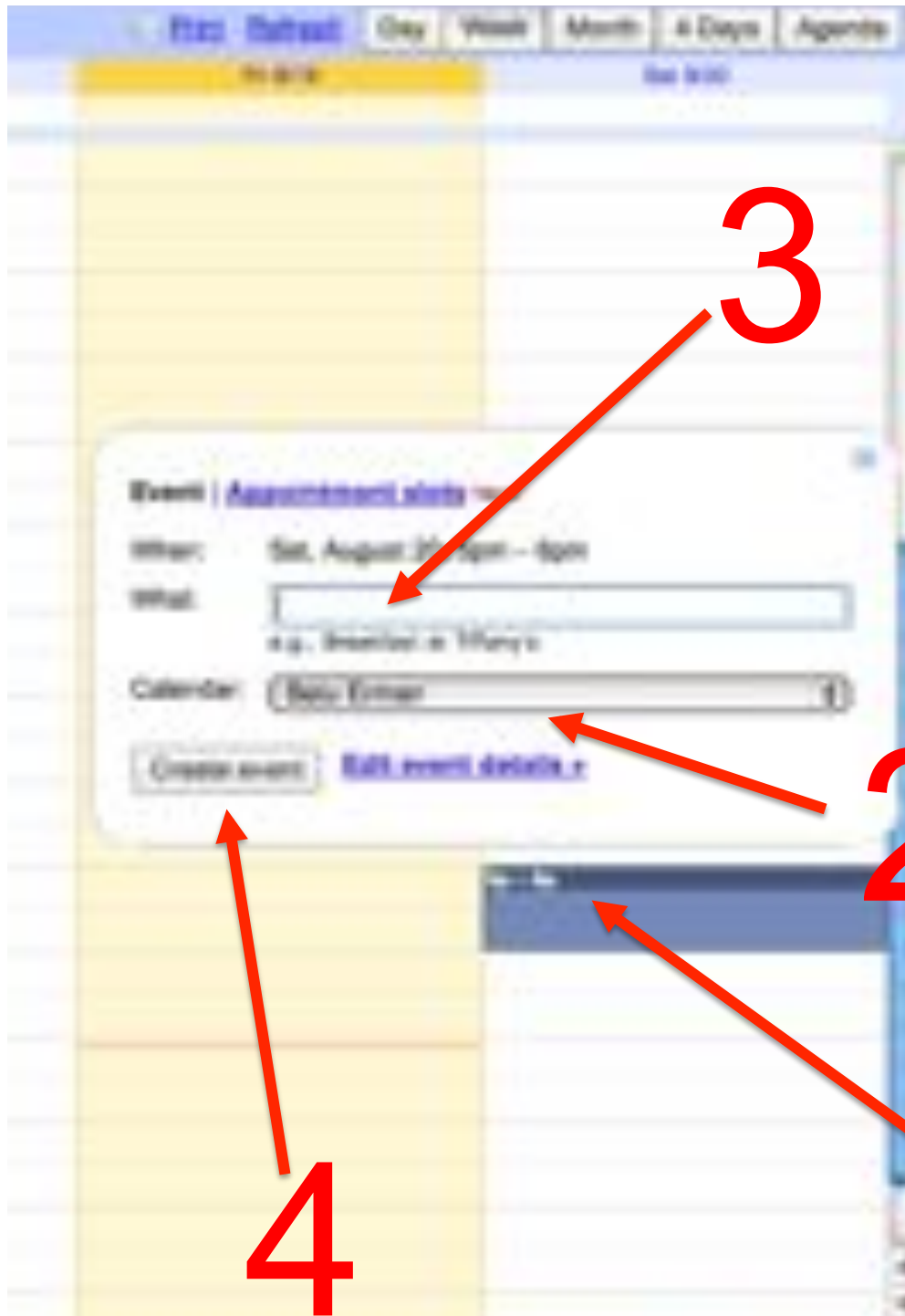
Unread first

Starred first

Priority Inbox

You should see different calendars (in different colors)  
your account is authorized to see.

The screenshot shows a Google Calendar interface for Sabanci University. The main calendar view is for August 14-20, 2011, in a weekly view. A yellow background highlights the date August 20, 2011. In the left sidebar, under 'My calendars', the 'LSM710' calendar is highlighted in red. A red box with the text 'Click here' and an arrow points to this red highlight. Another red box with the text 'The LSM710 calendar should be highlighted to see active reservations' and an arrow points to a red event on the calendar grid for August 20, 2011. The event is titled 'Test reservation'.

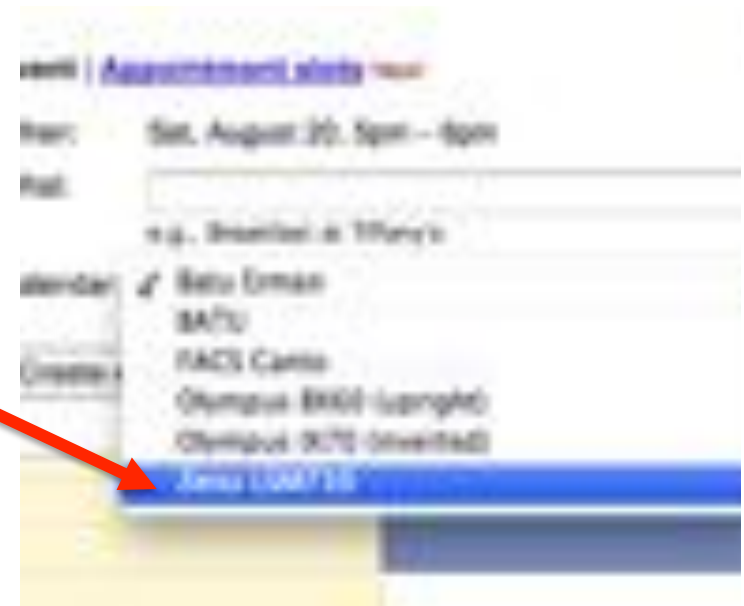


To make a reservation on the LSM710;  
1) select the date and time you want to reserve

2) Select the LSM710 calendar

3) Write your name and phone number  
(this is what all other users will see)

4) Click "create event"

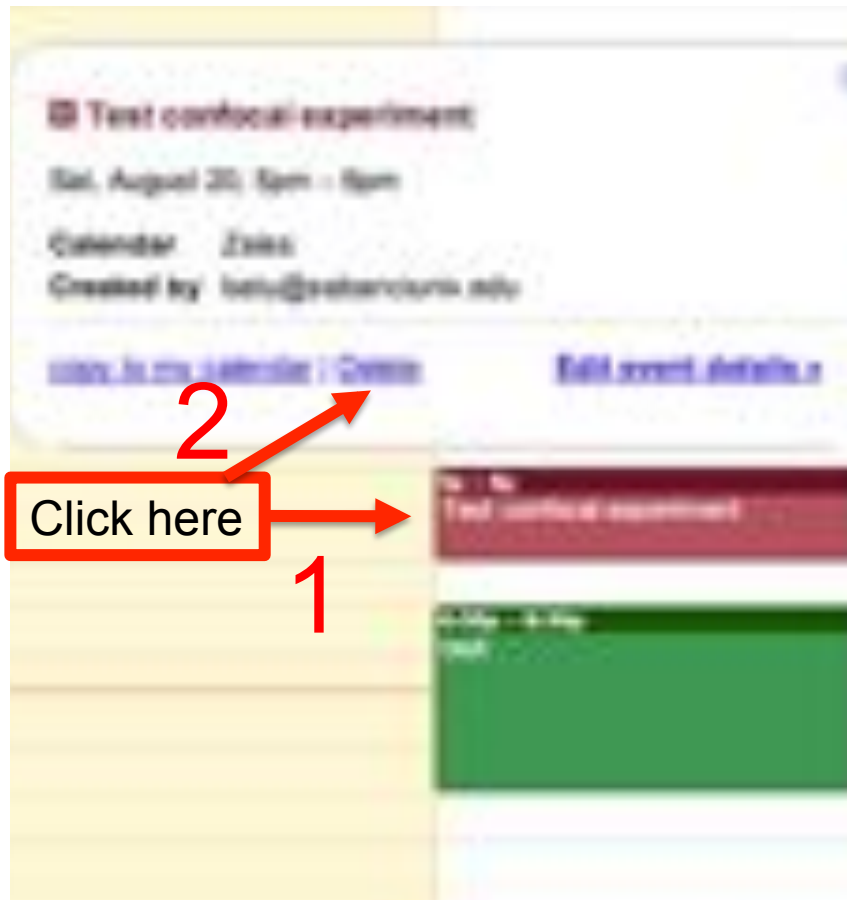


To delete a reservation on the LSM710;  
Make sure the LSM710 calendar is selected,

1) select the appointment

2) Click Delete

3) All other authorized users will now see this time slot as free



Click here

2

1

This is a reservation on another  
Calendar (note different color)