Signup for Microscopy using Google Calendar

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

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

Click here

The LSM710 calendar should
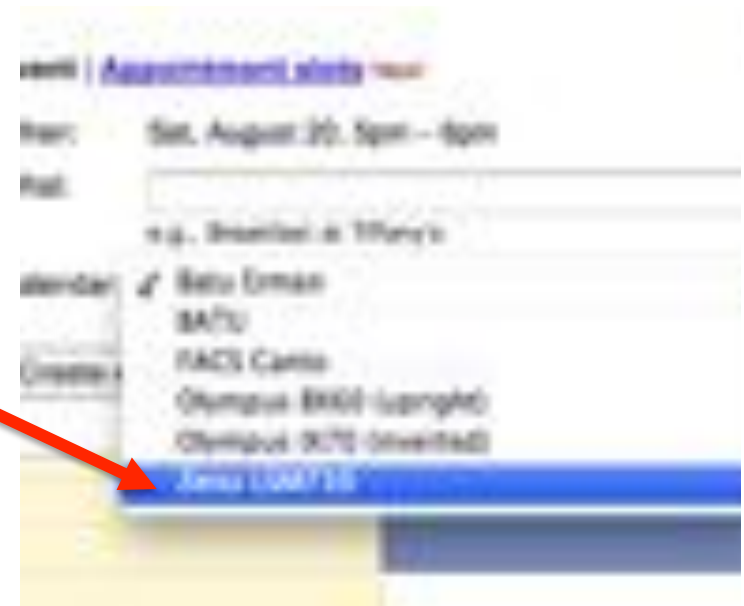Be highlighted to see active
reservations
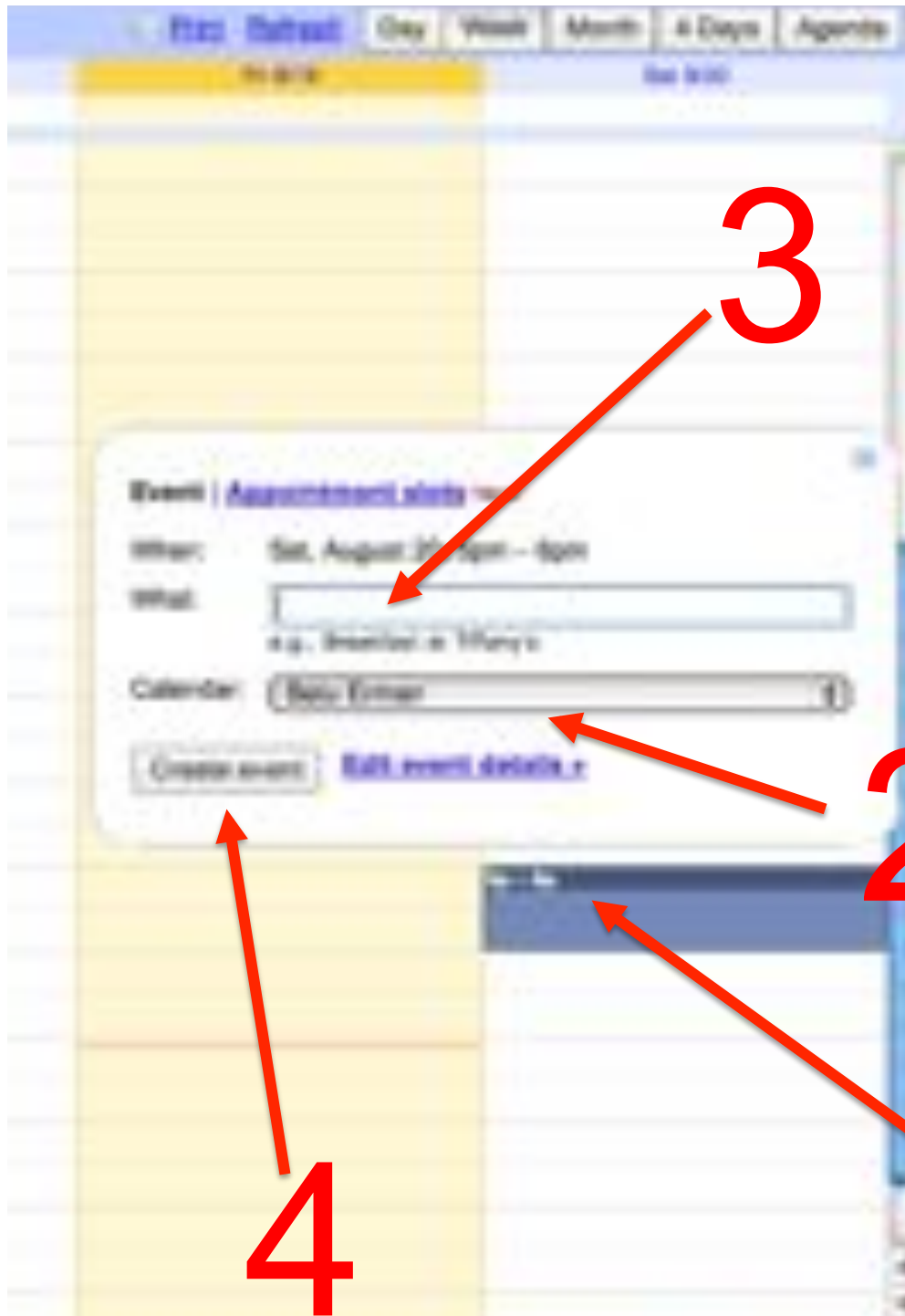
To make a reservation on the LSM710;
1) select the date and time you want to reserve
2) Select the LSM710 calendar
3) Write your name and phone number (this is what all other users will see)
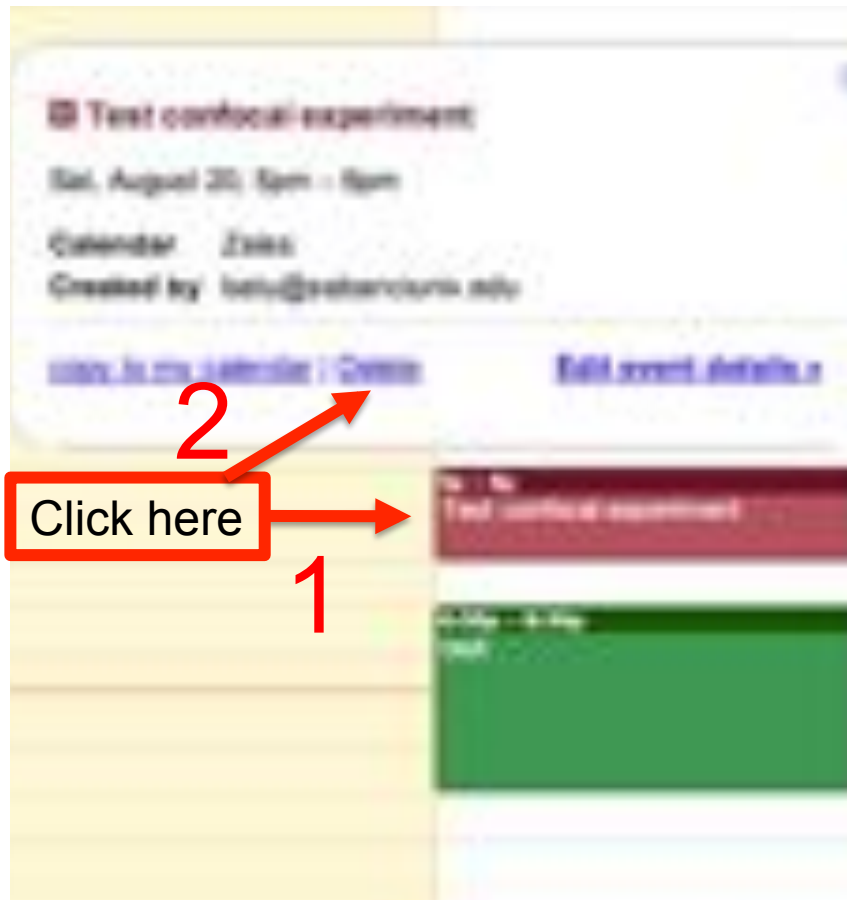4) Click "create event"

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

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