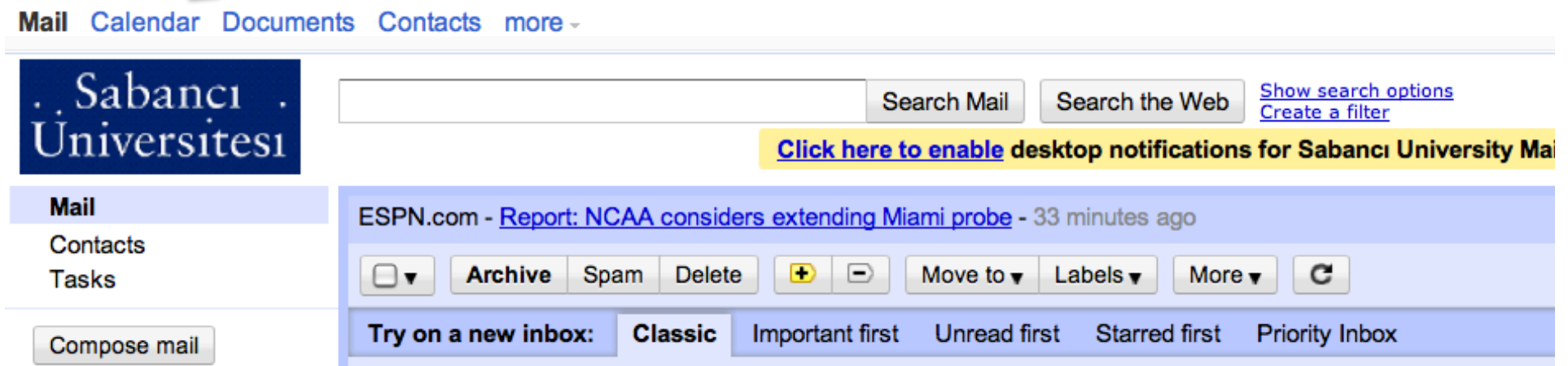


Signup for FACSCanto using Google Calendar

- 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.

The screenshot shows a web browser window with the Google Calendar interface. The address bar shows the URL <https://www.google.com/calendar/render?hl=en&tab=cc>. The browser's bookmark bar includes links to Ktunnel, list, Akbank, Research Database, Pillars of Immunology, Trafik, BIOSCI/Bionet, mySU, tcmb, maillist, Seslisozluk, XE.com, cnn.com, and Gmail. The user is logged in as [batu@sabanciuniv.edu](#).

The calendar interface displays the date **Aug 14 – 20, 2011**. On the left sidebar, under **My calendars**, the following calendars are listed:

- Batu Erman
- BATU
- FACS Canto
- Olympus BX80 (upright)
- Olympus IX70 (inverted)
- Tasks
- Zeiss LSM710

The **FACS Canto** calendar is highlighted with a red box, and a red arrow points to it with the text **Click here**.

The main calendar grid shows a reservation on **Sat 8/20** from **4:30p – 7p**, labeled **Test reservation**. This event is highlighted with a red box, and a red arrow points to it with the text **The FACS Canto calendar should Be highlighted to see active reservations**.

Print Refresh Day Week Month 4 Days Agenda

Fri 8/19 Sat 8/20

Event | [Appointment slots](#) New!

When: Sat, August 20, 5pm – 6pm

What:
e.g., Breakfast at Tiffany's

Calendar: Batu Erman

Create event [Edit event details »](#)

5p – 6p

To make a reservation on the FACS Canto;

- 1) select the date and time you want to reserve

- 2) Select the FACS Canto calendar

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

- 4) Click “create event”

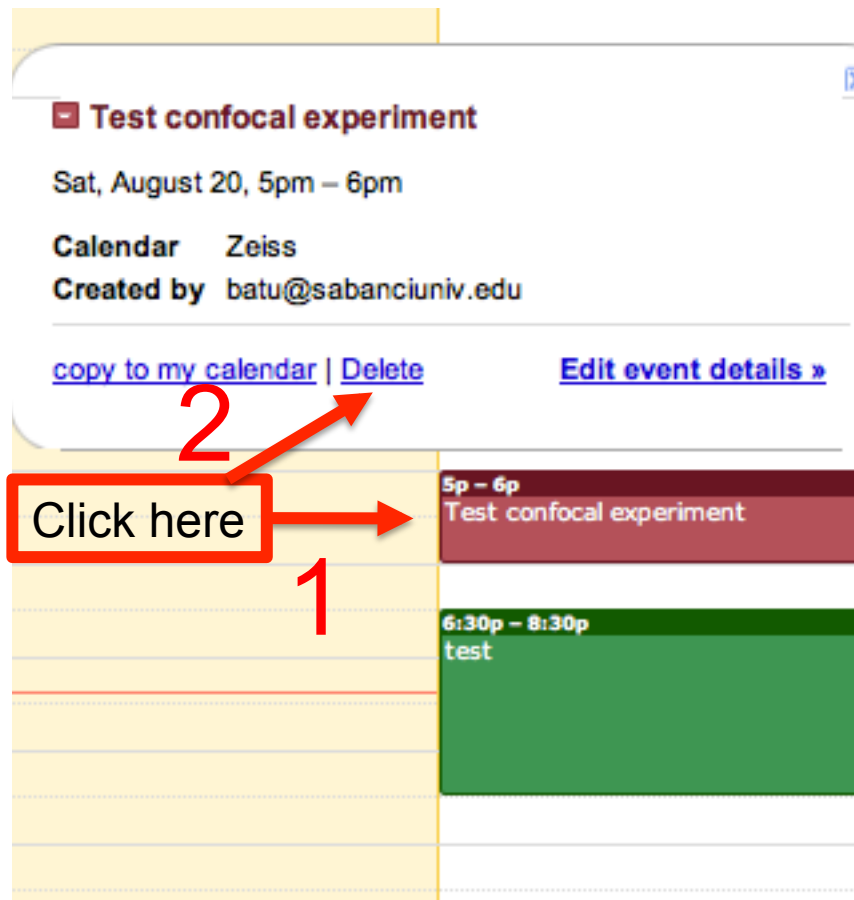
Event | [Appointment slots](#) New!

When: Sat, August 20, 5pm – 6pm

What:
e.g., Breakfast at Tiffany's

Calendar: ☒ Batu Erman
BATU
FACS Canto
Olympus BX60 (upright)
Olympus IX70 (inverted)
Zeiss LSM710

Create event



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

- 1) select the appointment
- 2) Click Delete
- 3) All other authorized users will now see this time slot as free

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