

## MSRF Calendar Use

**To view** the calendar for a particular instrument, simply click on its calendar link and a full view window of the calendar will open.

**To create an event** on a calendar for a particular instrument, you must first be given sharing privileges. To do so, please contact the staff of MSRF. Your sharing privileges will be tied to the email account (uri email or other existing gmail, e.g. [xyz@uri.edu](mailto:xyz@uri.edu), [xyz@my.uri.edu](mailto:xyz@my.uri.edu), [xyz@gmail.com](mailto:xyz@gmail.com)) you provide. Once your gmail account is in our record for a particular instrument, you can start making reservations for that instrument as follows:

- 1) Log in to your uri or gmail account. This account should be the same one you submitted to MSRF for sharing privileges and should be the only one you are logged into
- 2) Go to the MSRF analytical facilities webpage and click on the calendar you wish to access
- 3) Once the full view calendar window opens, click on the “add to google calendar” link on the bottom right corner. The instrument calendar will be added to the google calendar app associated with the account you used to gain access. (Steps 2 and 3 should only have to be done once)
- 4) Go to google calendar (this google app is found in the upper right corner of your screen next to your name on the gmail page). In google calendar, you should now see the instrument calendar in the left of your screen under “My calendars”. Note that events are color coded according to the calendar they belong to.
- 5) Click on the day for which you wish to add an event (i.e. a reservation for the instrument) and a window will open allowing you to edit the characteristics of the event. If you are reserving the instrument for the whole day, enter your name after “what”, **select the appropriate calendar in the calendar drop down list** and click “create event”. If your reservation is for part of a day, or multiple days, click “edit event” to adjust your settings appropriately. Only reserve the instrument for the time you need it. Allow time for things to take longer than expected but don’t hog the instrument. The reservation description should include your name. Don’t forget to save the events you create
- 6) To check that your reservation has been made, return to the MSRF analytical laboratories webpage and click on the calendar link for the instrument you just reserved. You should see your newly created events.