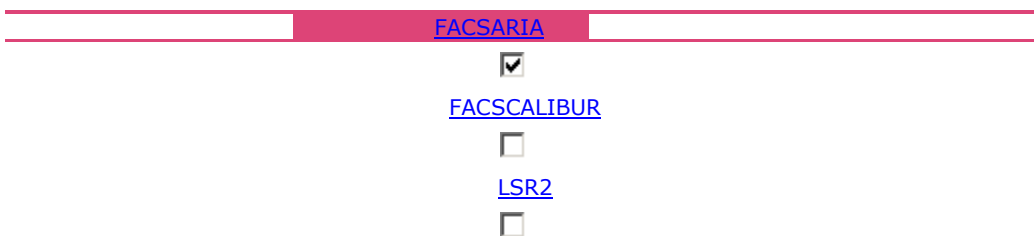


## HOW TO ACCESS THE INSTRUMENT CALENDAR AND SCHEDULE TIME

- 1) OPEN ANY WEB BROWSER
  - A) GO TO [www.google.com/calendar](http://www.google.com/calendar)
- 2) SIGN IN AS
  - A) EMAIL = [FLOWLABCHILDRENS@GMAIL.COM](mailto:FLOWLABCHILDRENS@GMAIL.COM)
  - B) PASSWORD = [HEMATOLOGY](#) (ALL CAPS)

\*\*each instrument has its own calendar which is located on the left bottom panel under [other calendars](#)



- 3) To view the calendar for a specific instrument
  - A) Click the ▼ next to the instrument name
  - B) Click on "**Display only this Calendar**"
- 4) schedule an appointment on the LSR II or CALIBUR
  - A) Click the ▼ next to the instrument name
  - B) Click **Create event on this calendar**

\* Appointment window\*

**What:** should be your [first name last name \(lab\) your number](#)

**When:** select the date and the number of hours that you need

**Guests:** put your email address to receive a confirmation of this appointment

- C) [Click save](#) to save the appointment
- D) [Click Send](#) to send the invitation to you.
- E) Repeat this process for other appointment or [Signout](#)