HOW TO OPEN THE BRAINHEALTH IMAGING SCANNER ("BHIC") SHARED CALENDAR
[using UTD Outlook]

CLICK ON THE CALENDAR ICON AT THE BOTTOM LEFT CORNER OF HOME SCREEN

USER WILL BE REDIRECTED TO CALENDAR FUNCTION IN OUTLOOK
CLICK ON “OPEN CALENDAR” ICON

SELECT “FROM ROOM LIST”

A SEARCH BOX WILL POP UP
TYPE “BHIC” IN THE SEARCH FIELD
TWO **SCANNER** CALENDARS ARE AVAILABLE:
BHIC – MEADOWS SCANNER (1.620B)
BHIC – SCANNER 2 (1.620A)

**RECOMMENDATION:** users should open these 2 calendars using these instructions so they stay available to view for future scheduling

FOUR additional room calendars are also available:
BHIC – Brain Reset Room (1.418)
BHIC – Consent and Meeting Space (1.413)
BHIC – Exam Room (for sample collection/1.405)
BHIC – Training/Testing Room (1.509)

*It is not necessary to open these 2 calendars using these instructions as users will be able to schedule these rooms by selecting the room in the meeting planner (without “saving” the calendar)*

**DOUBLE CLICK ON THE DESIRED ROOM**
(OR highlight the appropriate room & click “Rooms”)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Capacity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHIC – Brain Reset Room – 1.418</td>
<td>Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHIC – Consent and Meeting Space –</td>
<td>Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHIC – Exam Room (for sample collection)</td>
<td>Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHIC – Training/Testing Room – 1.509</td>
<td>Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ROOM APPEARS IN THE SELECTED BOX

CLICK “OK”
Room Calendars now appear next to user’s calendar

Each calendar can be turned off/on by clicking the box next to the calendar name (see example below)