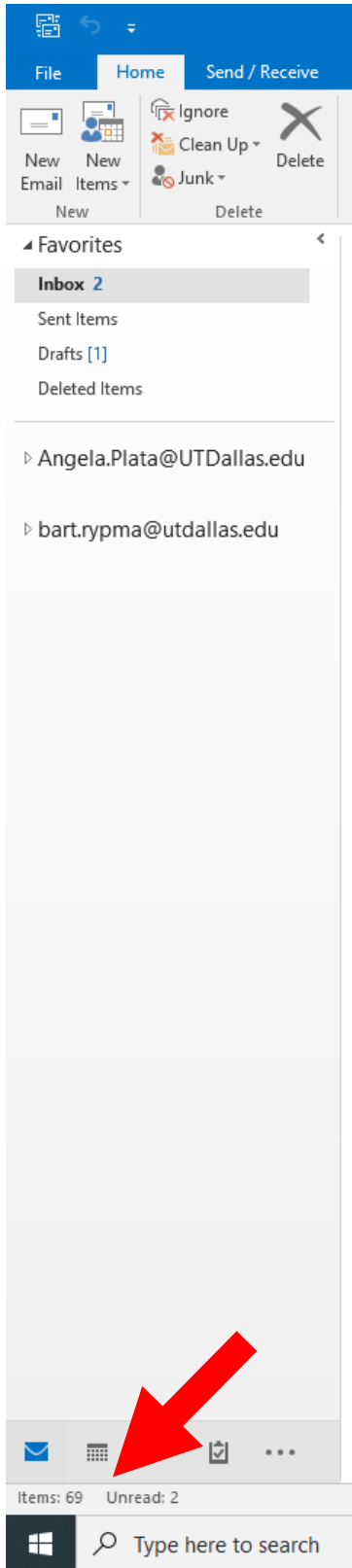
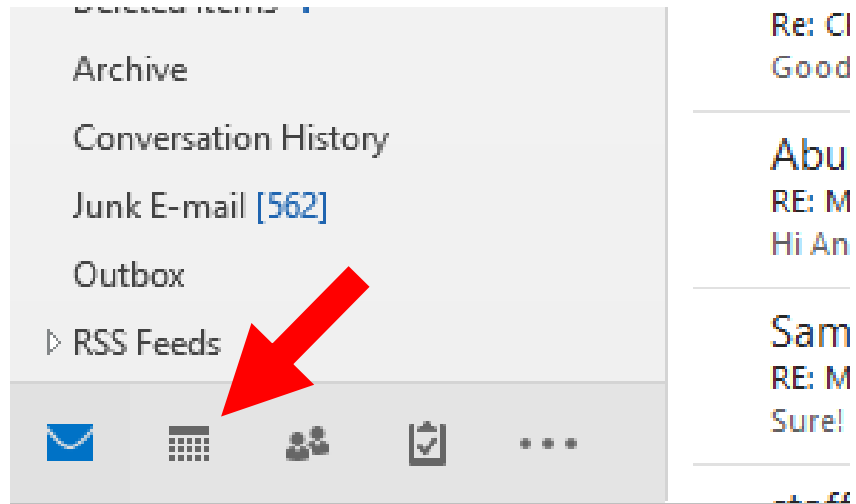


# HOW TO OPEN THE BRAINHEALTH IMAGING SCANNER (“BHIC”) SHARED CALENDAR [using UTD Outlook]

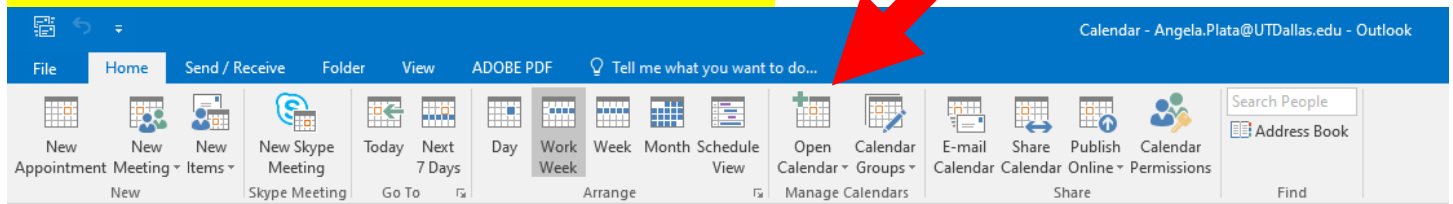


**CLICK ON THE CALENDAR ICON AT THE BOTTOM LEFT CORNER OF HOME SCREEN**

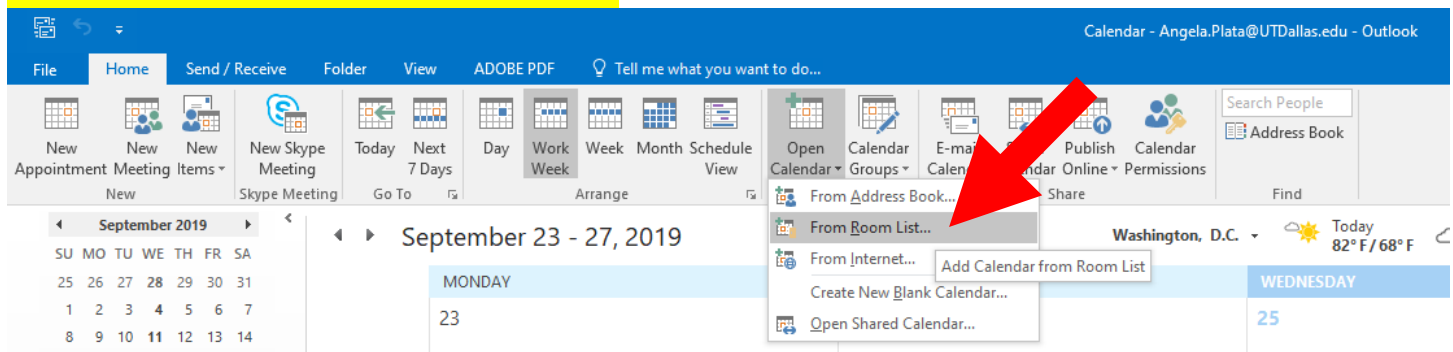


**USER WILL BE REDIRECTED TO CALENDAR FUNCTION IN OUTLOOK**

## CLICK ON "OPEN CALENDAR" ICON

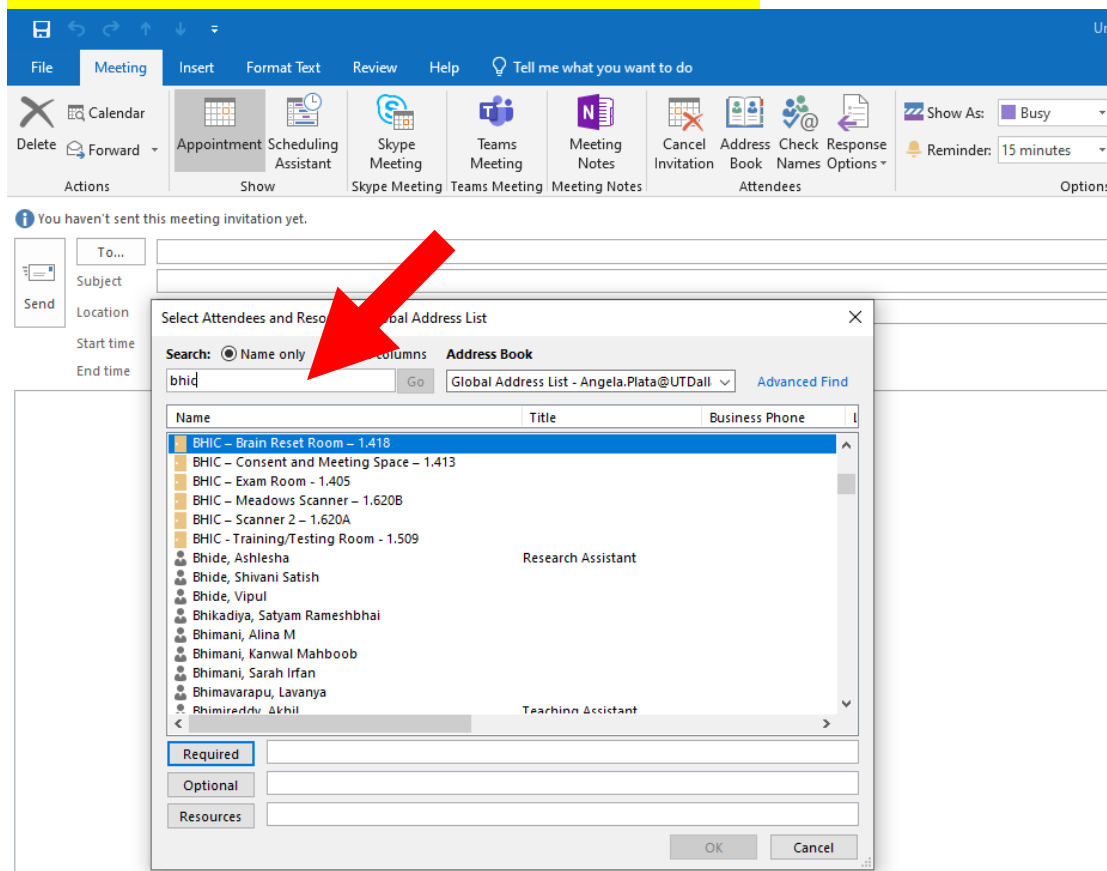


## SELECT "FROM ROOM LIST"



## 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)

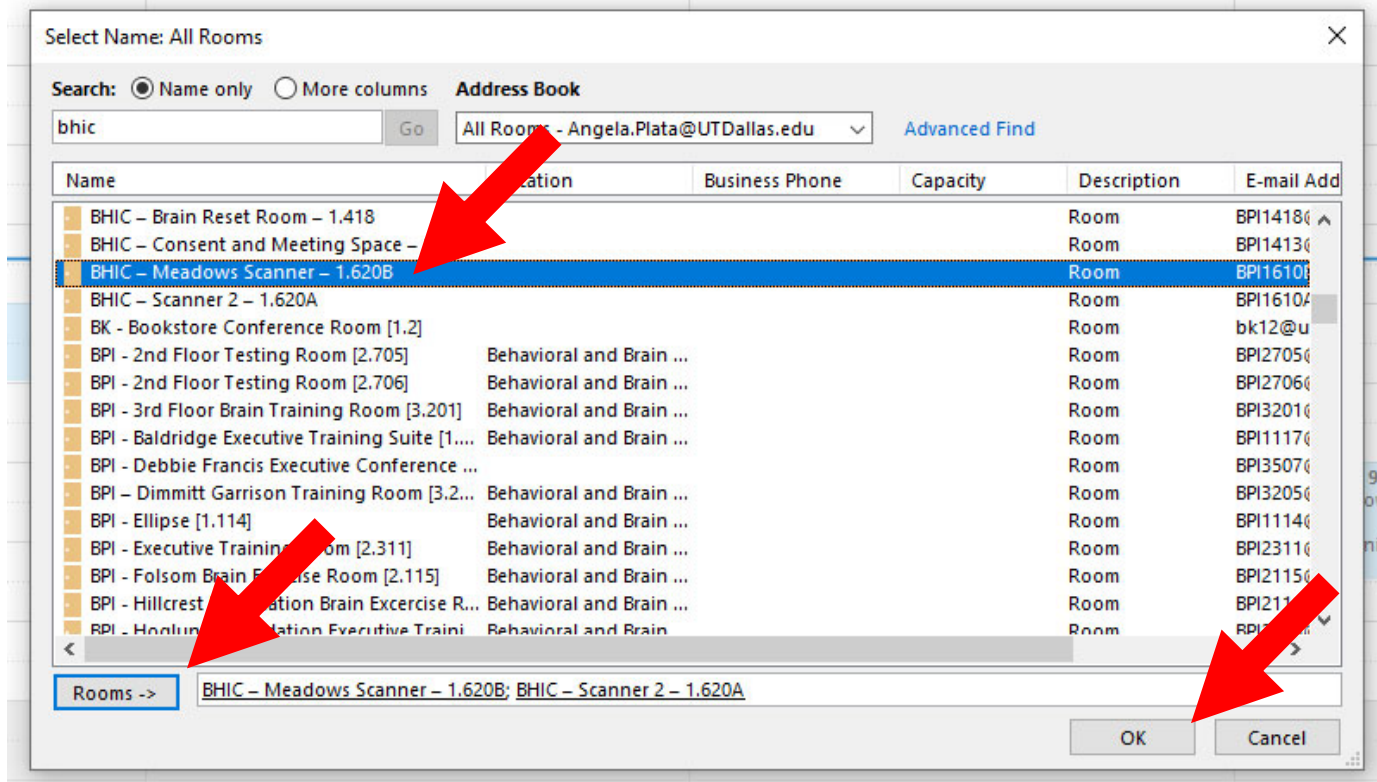
BHIC – Exam Room (for sample collection/1.405)

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”)**



ROOM APPEARS IN THE SELECTED BOX

**CLICK “OK”**

# Room Calendars now appear next to user's calendar

The screenshot shows the Outlook interface with three calendar windows open: 'Calendar - Angela.Plata@UTDallas.edu', 'BHC - Meadows Scanner - 1.620B', and 'BHC - Scanner 2 - 1.620A'. The left sidebar shows the 'My Calendars' list with checkboxes for each calendar. A red arrow points to the 'BHC - Scanner 2 - 1.620A' entry, which is currently checked. The main calendar area displays a grid for September 23-27, 2019, with various events and busy blocks visible.

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

This screenshot shows the same Outlook interface as above, but with the 'BHC - Scanner 2 - 1.620A' checkbox in the 'My Calendars' list unchecked. A red arrow points to this checkbox, illustrating how to turn off a calendar. The main calendar area shows the same grid, but with fewer events visible due to the disabled calendar.