Introducing the *New* MEG Calendar!

1. Adding Calendar from Directory

From the Outlook calendar tab, signed in under your NIH account, select "Add Calendar"

1. Adding Calendar from Directory

Add calendar

- Recommended
- Edit my calendars
- Create blank calendar
- **Add from directory**
- Subscribe from web
- Upload from file
- Birthdays

Add from directory

Please select an account to search from:

anna.namyst@nih.gov

Choose your NIH account

Select a person, group, or resource from your organization's directory to view the associated calendar.

MEGC

Type in "MEG Core"

M MEGCoreSchedule
MEGCoreSchedule@mail.nih.gov

Select "**MEGCoreSchedule**" from the drop-down menu.

MF MEG Core Facility External
MEGCoreFacility@bookings.nih.gov

Do not select the "MEG Core Facility" booking page – this is a separate account.

Top 2 results

1. Adding Calendar from Directory

Now the MEG Calendar will appear in your calendars, so you can quickly reference the lab Availability.

2. Making Appointments

- Required information:

  - PI/Researcher
  - Protocol Number
  - Patient or medical procedure? Yes (*indicate procedure*)/ No (HV)

Remember: Appointment details will be public on the MEG Calendar, so do not put any PII in the appointment.

2. Making Appointments

Calendar ⌄

This will be **your** calendar.
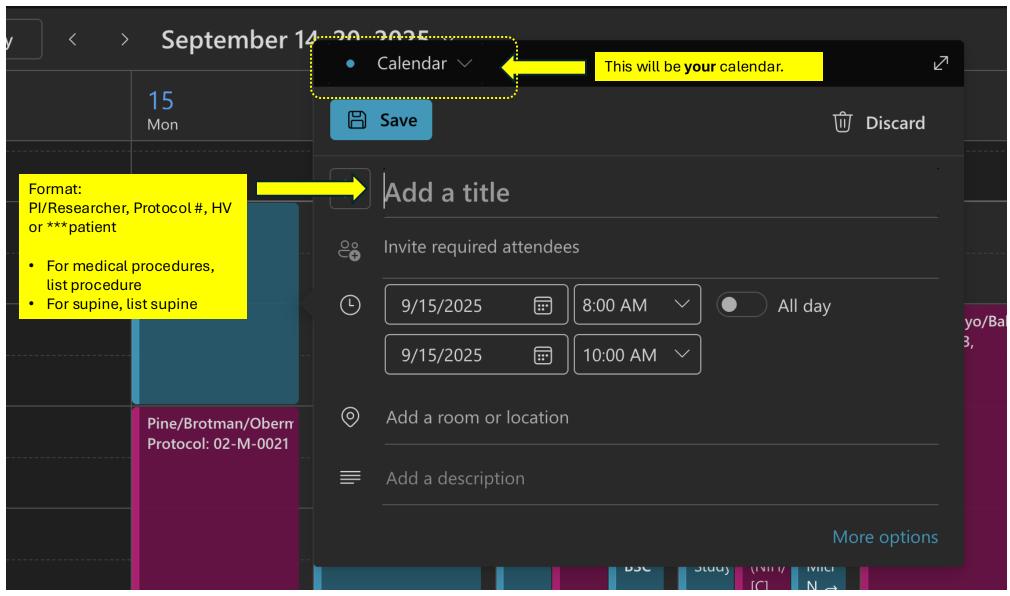
💾 Save   🗑 Discard

Format:
PI/Researcher, Protocol #, HV
or ***patient

- For medical procedures, list procedure
- For supine, list supine

Add a title

Invite required attendees

9/15/2025   8:00 AM ⌄   ⚪ All day

9/15/2025   10:00 AM ⌄

Add a room or location

Add a description

Pine/Brotman/Oberm
Protocol: 02-M-0021

More options

2. Making Appointments

Select "**MEGCoreSchedule**" from the drop-down menu.

Again, *do not* select the "MEG Core Facility" booking page – this is a separate account.

2. Making Appointments

When "MEGCoreSchedule" has been successfully added as a guest, you will see the MEG Core availability suggestions – just like a normal calendar request.

2. Making Appointments

When you are satisfied, send the calendar request.

2. Making Appointments

The hold will appear on the MEG Calendar, marked as a *tentative* until accepted.

Once accepted, you'll receive an automated Outlook confirmation email (like a usual Outlook invitation) and the color will change on the Lab Calendar.
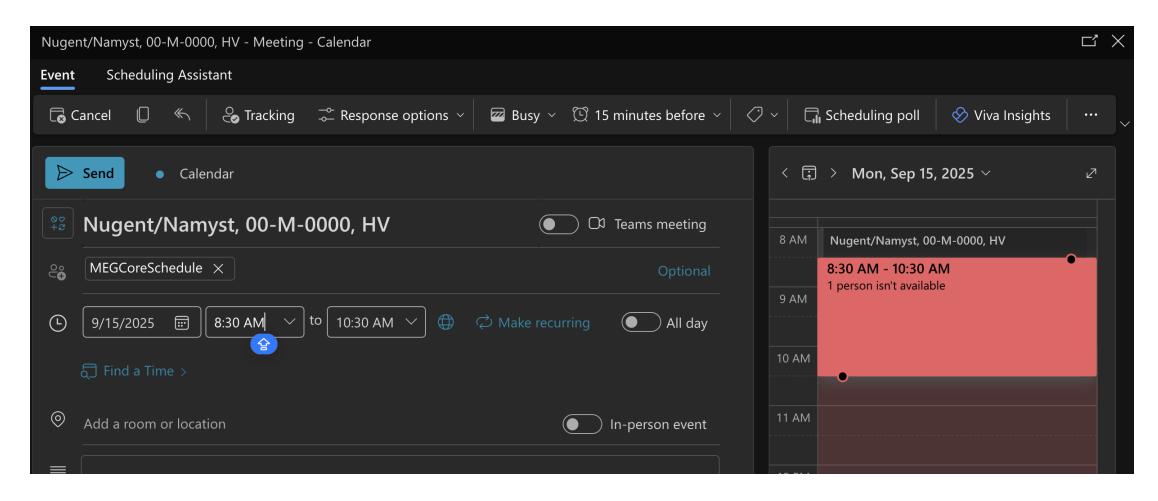
3. Making Changes

This method for scheduling requests gives you full control over your appointments. You can cancel or adjust the time as needed.

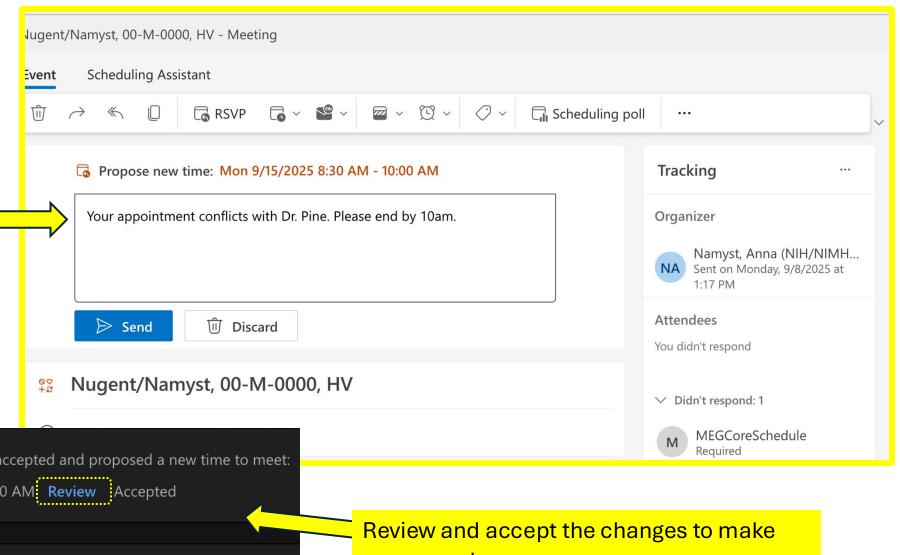As long as the requested time is available, your changes will be accepted.

Conflicts with existing appointments will be declined.

3. Making Changes

If there are scheduling conflicts, Outlook will warn you:

Try to avoid submitting conflicting appointments, but if you do, we will decline and propose an alternative time within the calendar availability.

Event   Scheduling Assistant

🗑   ↱   ↰   ⧉   🗐 RSVP   🗓 ˅   📧 ˅   ▭ ˅   ⏰ ˅   🏷 ˅   🗓 Scheduling poll   ⋯

🗓 **Propose new time:** Mon 9/15/2025 8:30 AM - 10:00 AM

> Your appointment conflicts with Dr. Pine. Please end by 10am.

▷ **Send**   🗑 Discard

⧓ **Nugent/Namyst, 00-M-0000, HV**

Tracking   ⋯

Organizer

NA Namyst, Anna (NIH/NIMH...
    Sent on Monday, 9/8/2025 at
    1:17 PM

Attendees

You didn't respond

˅ Didn't respond: 1

M MEGCoreSchedule
   Required

🗓❓ MEGCoreSchedule tentatively accepted and proposed a new time to meet:

Mon 9/15/2025 8:30 AM - 10:00 AM **Review** Accepted

Review and accept the changes to make permanent.

🗓 You updated the meeting

🗓✓ **MEGCoreSchedule** accepted