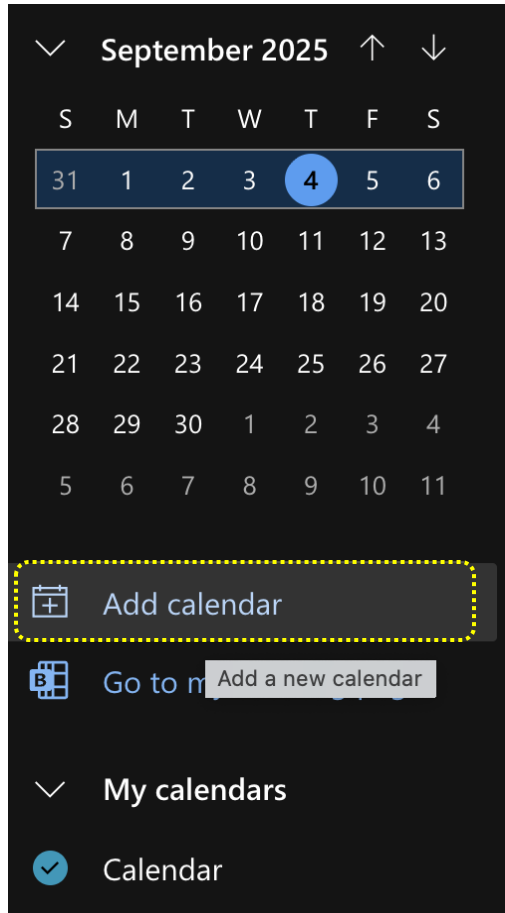


# Introducing the *New* MEG Calendar!

Today ↑ ↓ September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 31	Sep 1	2	3	4 6 PM Nugent/Benitez	5 7 AM Nugent/Benitez 9 AM Inati/Prabhakar +3	6 7:15 AM Nugent/Beni
7 7:30 AM Nugent/Beni	8 CTF - SHORT SERVICE Preventative Maintenance of MEG and HRS - No scanning CTF Arrives	9 7:30 AM Zarate/Gilbe	10 8 AM Zarate/Gilbert,	11 Kaeser onsite for HRS	12	13
14	15 8:30 AM Nugent/Nan 10 AM Pine/Brotman, +2	16 7:30 AM Zarate/Gilbe 12 PM Nugent/Oakes 4:30 PM Baker/Pirrun	17 7:30 AM Nugent/Nan 10 AM Nugent/Namy +2	18 7:30 AM Nugent/Nan 10 AM Nugent/Namy +3	19 9 AM Yanovski/Mayo, 1 PM Nugent/Oakesc 4 PM Pine/Brotman/C	20
21	22 12 PM Nugent/Oakes 5 PM Pine/Oberman,	23 Rosh Hashanah 9:30 AM Yanovski/Bal 2:30 PM Nugent/Oak	24 7:30 AM RVOL Block 9:30 AM Nugent/Nan +2	25 1 PM Inati/Prabhakar	26 10 AM Nugent/Oakes 12:30 PM Zarate/Ran: 2 PM Pine/Liuzzi, Pro	27
28	29 11 AM Nugent/Oakes	30 7:30 AM Zarate/Gilbe	Oct 1 Yom Kippur 7:30 AM RVOL Block 9:30 AM Nugent/Nan	2 1 PM Inati/Prabhakar 3:30 PM Baker/Kidder	3 10:30 AM Li/Erdagi, P 2 PM Baker/Kidder, P	4

# 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

M

MEGCoreSchedule

MEGCoreSchedule@mail.nih.gov

MF

MEG Core Facility External

MEGCoreFacility@bookings.nih.gov

Top 2 results

Type in "MEG Core"

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

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

# 1. Adding Calendar from Directory

The screenshot displays the MEGCoreSchedule calendar interface. On the left, a sidebar contains navigation elements: a date selector for September 2025, a 'Go to my booking page' button, and a 'My calendars' section with 'Calendar' and 'MEGCoreSchedule' (highlighted with a dashed yellow border). The main area shows a weekly calendar view for September 14-20, 2025. The calendar grid features several appointment blocks, including 'RD,Proto 17-M-0060, \*\*\*patient supine, ket. infusion' on Tuesday, 'RVOL 17-M-0181' on Wednesday and Thursday, and 'Yanovski/Mayo/Baker 15-CH-0096.3, \*\*\*pediatric' on Friday. A yellow callout box states: '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

The screenshot shows a calendar interface for September 14, 2025. A modal window is open for creating a new appointment. A yellow box at the top left contains the following text:

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

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

A yellow arrow points from this box to the 'Add a title' field. Another yellow box at the top right contains the text: 'This will be **your** calendar.' with an arrow pointing to the 'Calendar' dropdown menu. The appointment form includes fields for title, attendees, date and time, location, and description. A 'Save' button is at the top left of the modal, and a 'Discard' button is at the top right. A 'More options' link is at the bottom right.

September 14, 2025

Calendar

Save

Discard

Add a title

Invite required attendees

9/15/2025 8:00 AM

9/15/2025 10:00 AM

All day

Add a room or location

Add a description

More options

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

## 2. Making Appointments

The screenshot shows a calendar application with a dark theme. At the top, there are tabs for 'Work week', 'Week' (selected), 'Month', and 'Sp'. Below the tabs, there are navigation arrows and the date 'September 14'. The calendar grid shows the 14th (Sun) and 15th (Mon). A yellow callout box with a yellow arrow points to the 'MEGCoreSchedule' selection in a dropdown menu. The callout box contains the following text:

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

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

The appointment creation form on the right shows the title 'Nugent/Namyst, 00-M-0000, HV' and the location 'MEGCoreSd'. Below the location, there is a dropdown menu with the following options:

- MEGCoreSchedule (selected)
- MEGCoreSchedule@mail.nih.gov
- Search Directory
- Add a room or location
- Add a description

At the bottom right of the form, there is a 'More options' link. The 'Save' button is at the top left of the form, and the 'Discard' button is at the top right.

## 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.

The screenshot shows a calendar application with a sidebar on the left displaying a weekly view for September 14-15. The main panel shows a meeting creation form for 'Nugent/Namyst, 00-M-0000, HV'. The form includes a 'Send' button, a 'Discard' button, and a list of suggested times. The first suggestion, 'Mon 9/15 8:00 AM - 10:00 AM', is highlighted with a blue border and a green checkmark indicating availability for everyone. A yellow arrow points from the text box on the left to this suggestion. Other fields include a date and time picker for 9/15/2025, an 'All day' toggle, a 'Teams meeting' toggle, and a description field.

Calendar

Week Month Sp

September 14

15 Mon

Send Discard

Nugent/Namyst, 00-M-0000, HV

MEGCoreSchedule X

Suggested times

Mon 9/15  
8:00 AM - 10:00 AM  
Available: Everyone

Mon 9/22  
8:00 AM - 10:00 AM  
Available: Everyone

9/15/2025 8:00 AM All day

9/15/2025 10:00 AM

Add a room or location

Teams meeting

Add a description

More options

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



## 2. Making Appointments

The screenshot shows a calendar interface with a sidebar on the left displaying a weekly view for September 14th and 15th. The main panel shows the details for an appointment titled "Nugent/Namyst, 00-M-0000, HV" on Monday, September 15th, 2025, from 8:00 AM to 10:00 AM. The appointment is associated with the "MEGCoreSchedule" and is marked as "Available: Everyone". A yellow arrow points to the "Send" button in the top right corner of the appointment details panel. A yellow callout box with the text "When you are satisfied, send the calendar request." is positioned next to the arrow. The appointment details panel also includes fields for date, time, location, and a description, along with a "More options" link at the bottom right.

Week Month Sp

Calendar

September 14

Send

Discard

15 Mon

Nugent/Namyst, 00-M-0000, HV

MEGCoreSchedule

Suggested times

Mon 9/15  
8:00 AM - 10:00 AM  
Available: Everyone

Mon 9/22  
8:00 AM - 10:00 AM  
Available: Everyone

9/15/2025 8:00 AM All day

9/15/2025 10:00 AM

Add a room or location

Teams meeting

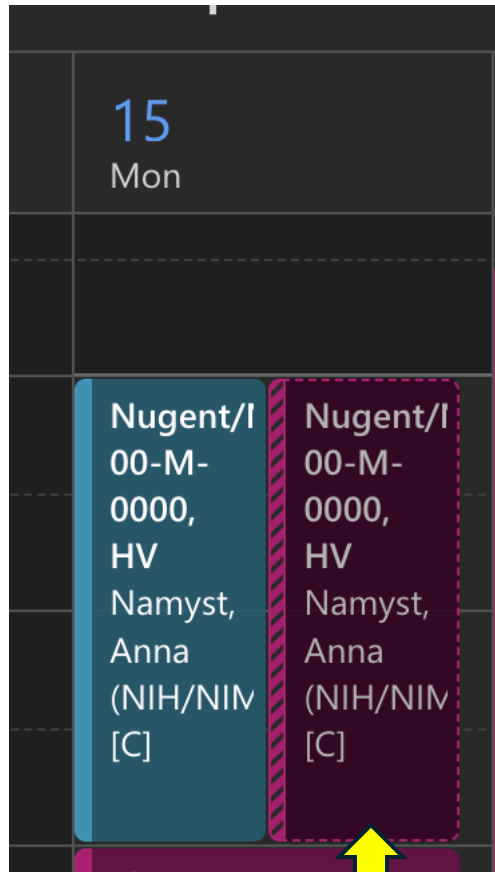
Add a description

More options

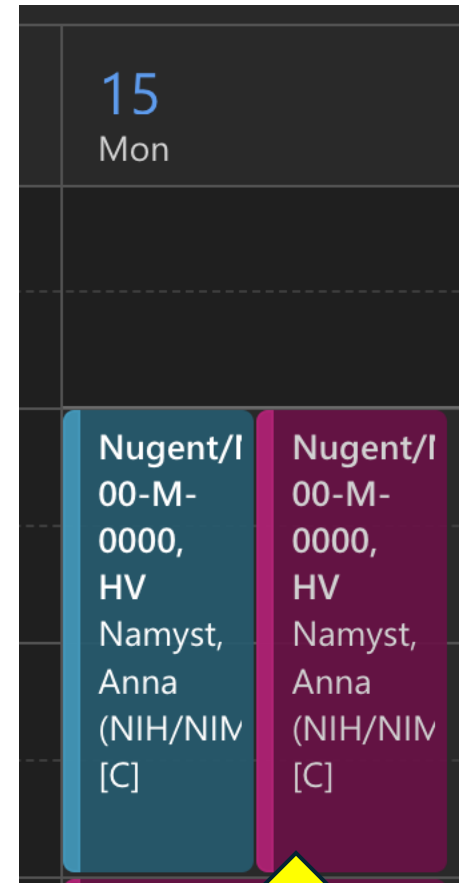
Pine/Brotman/Oberri  
Protocol: 02-M-0021

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:

Nugent/Namyst, 00-M-0000, HV - Meeting - Calendar

Event

Scheduling Assistant

Cancel

Tracking

Response options

Busy

15 minutes before

Scheduling poll

Viva Insights

Send

Calendar

Nugent/Namyst, 00-M-0000, HV

MEGCoreSchedule

9/15/2025

8:30 AM

to

10:30 AM

Make recurring

All day

Find a Time

Add a room or location

Teams meeting

Optional

In-person event

Mon, Sep 15, 2025

8 AM

9 AM

10 AM

11 AM

Nugent/Namyst, 00-M-0000, HV

8:30 AM - 10:30 AM

1 person isn't available

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

Nugent/Namyst, 00-M-0000, HV - Meeting

Event Scheduling Assistant

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

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

Attendees

You didn't respond

Didn't respond: 1

MEGCoreSchedule Required

MEGCoreSchedule tentatively accepted and proposed a new time to meet:  
Mon 9/15/2025 8:30 AM - 10:00 AM [Review](#) Accepted

You updated the meeting

MEGCoreSchedule accepted

Review and accept the changes to make permanent.