

# Scheduling a meeting

1. To schedule a meeting with any of our staff, please start by sending an email to [bio-imaging@colorado.edu](mailto:bio-imaging@colorado.edu).
2. You will receive an automated reply that contains a link to our Microsoft Bookings page. The email should be sent as soon as the system receives your email. If you do not receive a reply, please check your Spam/Junk email folders.
3. Follow the link in the email to get to the Bookings page.
  - **Students:** Due to recent changes related to the [Microsoft Exchange migration](#), some students may encounter issues using the Bookings page. If you encounter issues visiting the page, try opening the page in a Private tab.
4. On the page, select a service:
  - **Microscopy:** For all microscopy related questions or training **NOT related to the light sheet**
  - **Light sheet microscope:** For all light sheet microscope questions or training
  - **Image analysis:** For all image and data analysis

- If you are unsure which service you need, please reply to the ticket email.

## BioFrontiers Advanced Imaging Group

### SELECT A SERVICE

#### In-Person Microscopy Consultation

Schedule a 25-minute in-person meeting to... [Read more](#)

Free · 25 minutes

#### Virtual Microscopy Consultation

Schedule a 25-minute virtual meeting to tal... [Read more](#)

Free · 25 minutes 

#### In-Person Light Sheet Microscope Consultation

Schedule a 25-minute in-person meeting to... [Read more](#)

Free · 25 minutes

#### Virtual Light Sheet Consultation

Schedule a 25-minute virtual meeting to tal... [Read more](#)

Free · 25 minutes 

#### In-Person Image Analysis Consultation

Schedule a meeting to discuss your image ... [Read more](#)

25 minutes

#### Virtual Image Analysis Consultation

Schedule a meeting to discuss your image ... [Read more](#)

25 minutes 

5. Once a service is selected, you can browse the calendar to find a day and time for the meeting.

Booking for **In-Person Microscopy Consultation**

### SELECT STAFF (OPTIONAL)

Anyone

September 04

### DATE

< > September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### TIME

10:30 AM

1:30 PM

1:45 PM

2:00 PM

 All times are in (UTC-07:00) Mountain Time (US & Canada) ▼

6. Finally, enter your name and contact email.



#### ADD YOUR DETAILS

First and last name \*

Ralphie Buffalo

Email \*

buff123@colorado.edu

Book

7. Click **Submit** to schedule the appointment. You will receive a confirmation email. Please save this email as it contains a link in case you need to cancel or reschedule your appointment.

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Revision #8

Created 29 August 2024 15:11:34 by Jian Tay

Updated 29 August 2024 15:44:57 by Jian Tay