1. Only authorized users may logon to a "chem_equip" calendar. If you need authorization, please contact Chris.Rithner@Colostate.edu, Karolien.Denef@Colostate.edu, Patrick.McCurdy@colostate.edu or Brian.Newell@colostate.edu (calendars below are listed per CIF contact person).

2. Follow the appropriate link (these should work in Internet Explorer, Firefox 6 or later and Safari):

   **Brian Newell**

   **Powder/Thin Film XRD (P-XRD)**  
   [https://mail.colostate.edu/owa/chem_equip_xrd_instrument@mail.colostate.edu/](https://mail.colostate.edu/owa/chem_equip_xrd_instrument@mail.colostate.edu/)

   **Single Crystal XRD (SC-XRD)**  
   [https://mail.colostate.edu/owa/chem_equip_sc-xrd_instrument@mail.colostate.edu/](https://mail.colostate.edu/owa/chem_equip_sc-xrd_instrument@mail.colostate.edu/)

   **Small Angle X-Ray Scattering (SAXS)**  
   [https://mail.colostate.edu/owa/chem_equip_saxs_instrument@mail.colostate.edu/](https://mail.colostate.edu/owa/chem_equip_saxs_instrument@mail.colostate.edu/)

   **Thermal Analysis (DSC, DTA, DEA or TGA)**  
   [https://mail.colostate.edu/owa/chem_equip_therm_analysis@mail.colostate.edu/](https://mail.colostate.edu/owa/chem_equip_therm_analysis@mail.colostate.edu/)

   **Magnetic Properties Measurement System (MPMS)**  
   [https://mail.colostate.edu/owa/chem_equip_mpms_user@mail.colostate.edu/](https://mail.colostate.edu/owa/chem_equip_mpms_user@mail.colostate.edu/)

   **Physical Properties Measurement System (PPMS)**  
   [https://mail.colostate.edu/owa/CHEM_EQUIP_PPMS@mail.colostate.edu/](https://mail.colostate.edu/owa/CHEM_EQUIP_PPMS@mail.colostate.edu/)

   **Karolien Defnef**

   **GC/MS**  
   [https://mail.colostate.edu/owa/chem_equip_gcms@mail.colostate.edu](https://mail.colostate.edu/owa/chem_equip_gcms@mail.colostate.edu)

   **LTQ-LC/MS**  
   [https://mail.colostate.edu/owa/chem_equip_ltc-lcms@mail.colostate.edu](https://mail.colostate.edu/owa/chem_equip_ltc-lcms@mail.colostate.edu)

   **LC/TOF-MS**  
   [https://mail.colostate.edu/owa/CHEM_equipment_lc-tofms@mail.colostate.edu](https://mail.colostate.edu/owa/CHEM_equipment_lc-tofms@mail.colostate.edu)

   **Dynamic Light Scattering (DLS)**  
   [https://mail.colostate.edu/owa/chem_equip_dls@mail.colostate.edu](https://mail.colostate.edu/owa/chem_equip_dls@mail.colostate.edu)

   **Fluorometer**  
   [https://mail.colostate.edu/owa/chem_equip_horiba_fluorometer@mail.colostate.edu](https://mail.colostate.edu/owa/chem_equip_horiba_fluorometer@mail.colostate.edu)
CCF Fluorescence Microscope  
https://mail.colostate.edu/owa/chemEquip_fluor_scope@mail.colostate.edu

Pat McCurdy

Atomic Force Microscope (AFM)  
https://mail.colostate.edu/owa/chemEquip_afm@mail.colostate.edu/

Ellipsometer  
https://mail.colostate.edu/owa/chemEquip_ellipsometer@mail.colostate.edu/

Scanning Electron Microscopy (SEM)  
https://mail.colostate.edu/owa/chemEquip_sem_Instrument@mail.colostate.edu/

X-ray Photoelectron Spectroscopy (XPS)  
http://mail.colostate.edu/owa/chemEquip_xps_Instrument@mail.colostate.edu/

Profilometer  
https://mail.colostate.edu/owa/chemEquip_profilometer@mail.colostate.edu/

Fourier-Transform Infrared (FTIR)  
https://mail.colostate.edu/owa/chemEquip_ftir@mail.colostate.edu/

Ultra Violet-Visible (UV-Vis)  
https://mail.colostate.edu/owa/chemEquip_uv-vis@mail.colostate.edu/

Chris Rithner

500 NMR  
https://mail.colostate.edu/owa/chemEquip_500-nmr@mail.colostate.edu/

LHe  
https://mail.colostate.edu/owa/chemEquip_liquid_helium@mail.colostate.edu/
3. This will open the following window. You will need your CSU eid and password to access calendar.
4. This will open a new window. Select "Calendar" and "Date" you want to make an appointment.

Then click on "New Appointment"
5. Once you click on the new appointment following window would open up. In the "Subject" window type "Your name, your phone number and Advisor name" and in the "Location" window type "Instrument (DSC, FTIR, etc) name" you want to use. Select the "start time" and "end time" on the calendar. Do not select "All Day". More than one instrument can be signed up during same time. For example, if some one have signed up for DSC from 3:00 p.m.-6:00 p.m. you may still sign up for TGA from 3:00 pm to 4:00 p.m. or any other time/duration. But you should not sign up for DSC during that time.
6. Once you have decided on the time, please select invite attendees
7. It should open the following window. In the required field add the name of the CIF staff responsible for this calendar (Karolien.Denef@Colostate.edu; Chris.Rithner@Colostate.edu, Patrick.McCurdy@colostate.edu, or Brian.Newell@colostate.edu) followed by a semicolon and a space, and then your own email address. (You must use your campus eID email address.) Then click send. Once you are finished log off.