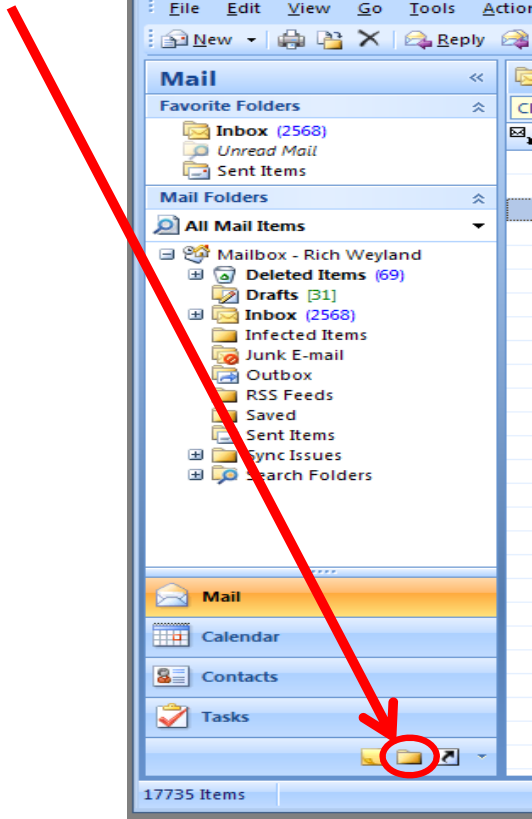
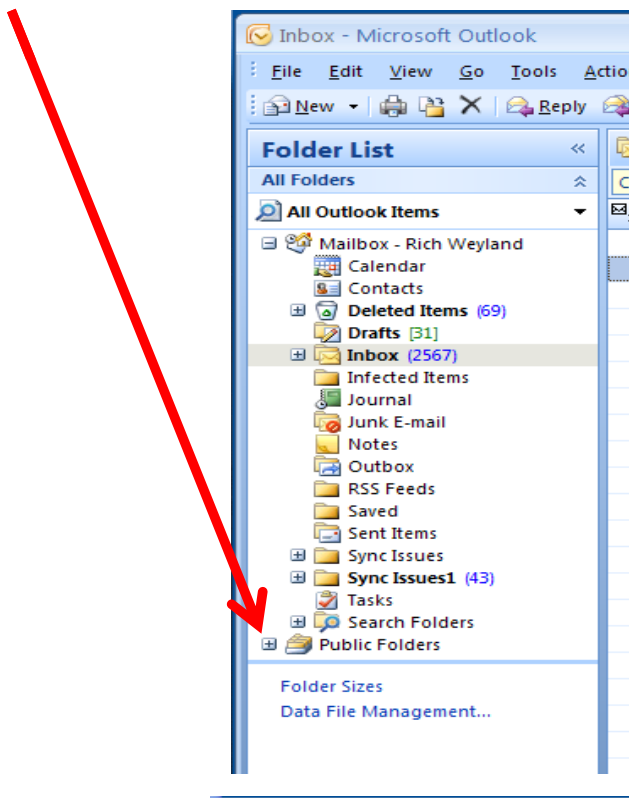


# Instructions for Scheduling Media Carts

Open Microsoft Outlook  
Click on "Folder List"

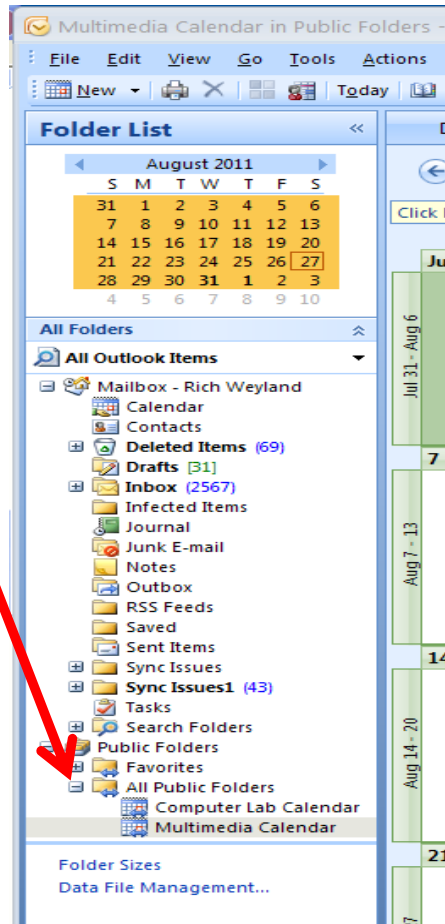


Expand Public Folders (Click on the + next to Public Folders)

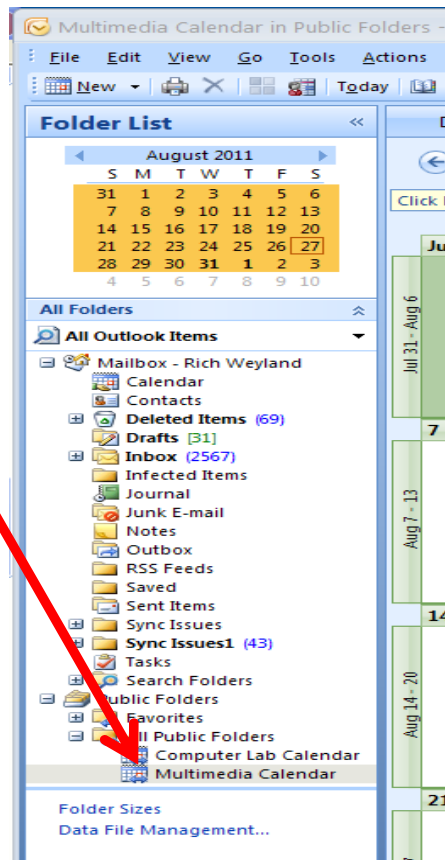


# Instructions for Scheduling Media Carts

Expand All Public Folders

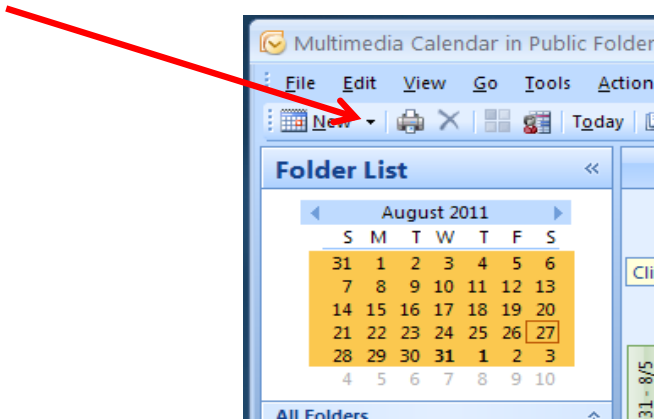


Click on Multimedia Calendar

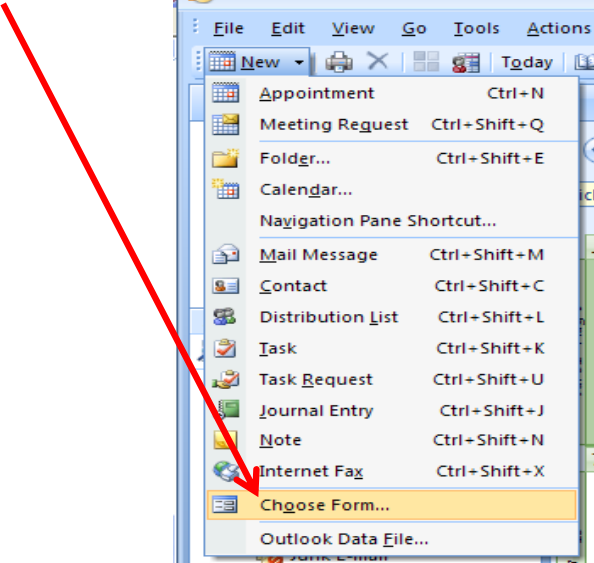


# Instructions for Scheduling Media Carts

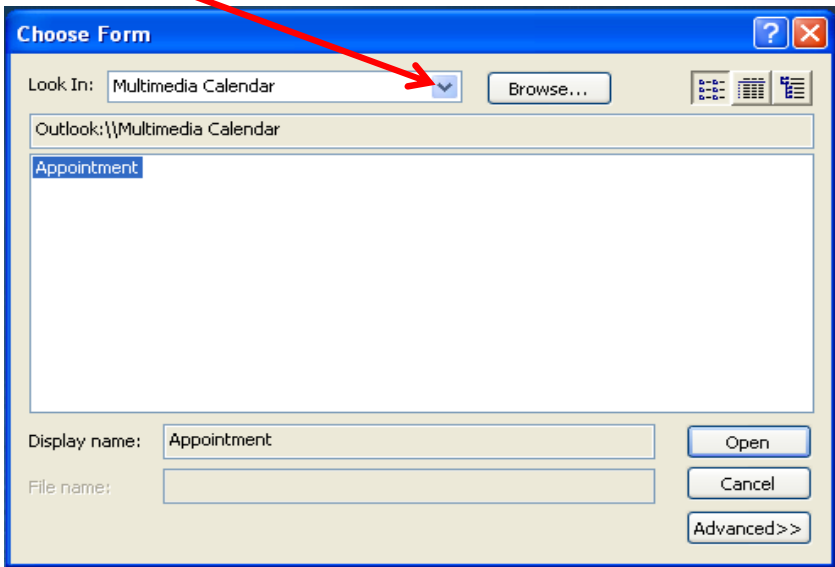
Click on the Drop-Down arrow next to "New"



Select "Choose Form..."

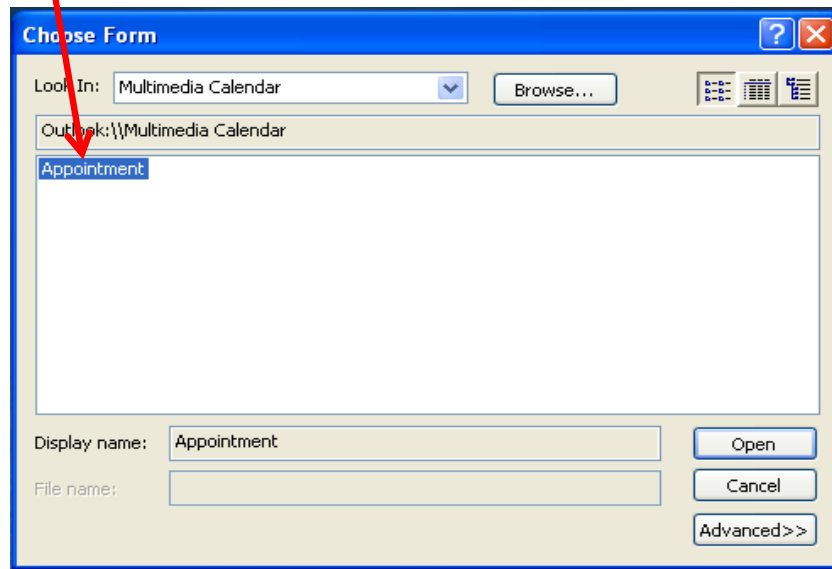


Change "Look In:" to "Multimedia Calendar"

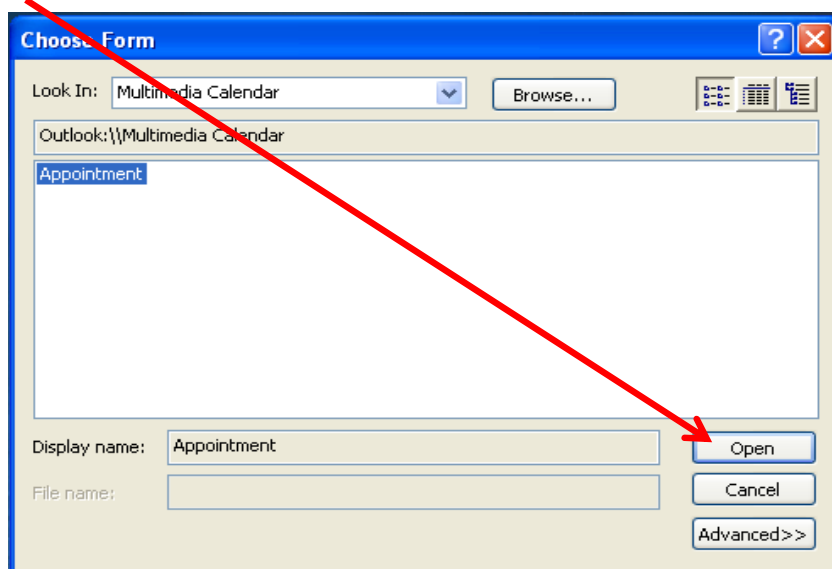


## Instructions for Scheduling Media Carts

Select "Appointment"

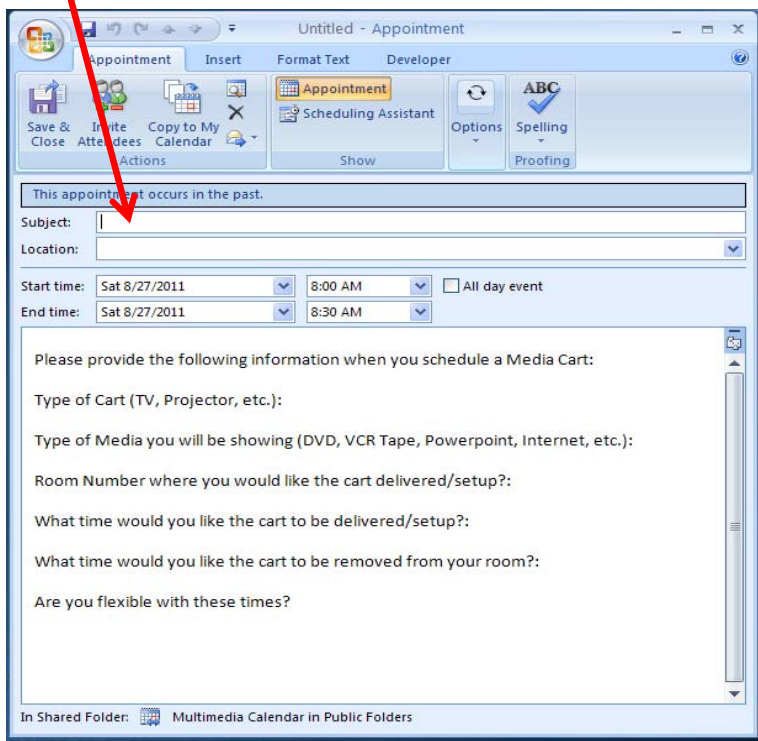


Click "Open"



## Instructions for Scheduling Media Carts

In Subject: enter "Media Cart for Your Name", where Your Name is your name



Appointment window showing the Subject field highlighted with a red arrow. The window title is "Untitled - Appointment". The ribbon includes Appointment, Insert, Format Text, and Developer. The Appointment ribbon has buttons for Save & Close, Invite Attendees, Copy to My Calendar, Appointment, Scheduling Assistant, Options, Spelling, and Proofing. The text area contains the following instructions:

This appointment occurs in the past.

Subject: [Red arrow pointing to this field]

Location: [Dropdown menu]

Start time: Sat 8/27/2011 8:00 AM  All day event

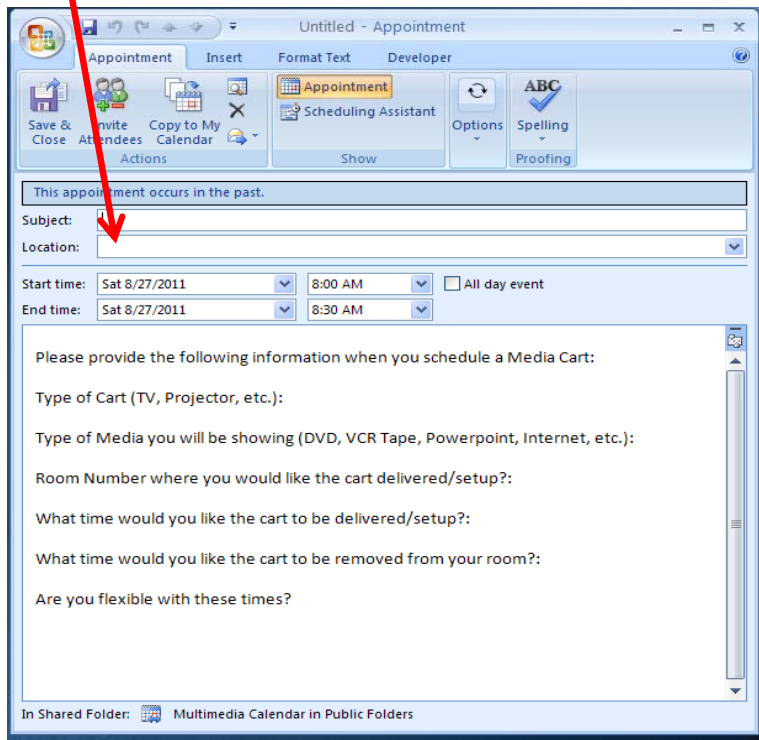
End time: Sat 8/27/2011 8:30 AM

Please provide the following information when you schedule a Media Cart:

- Type of Cart (TV, Projector, etc.):
- Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):
- Room Number where you would like the cart delivered/setup?:
- What time would you like the cart to be delivered/setup?:
- What time would you like the cart to be removed from your room?:
- Are you flexible with these times?

In Shared Folder: Multimedia Calendar in Public Folders

In Location: enter the Room Number where you want the Media Cart delivered and set up



Appointment window showing the Location field highlighted with a red arrow. The window title is "Untitled - Appointment". The ribbon includes Appointment, Insert, Format Text, and Developer. The Appointment ribbon has buttons for Save & Close, Invite Attendees, Copy to My Calendar, Appointment, Scheduling Assistant, Options, Spelling, and Proofing. The text area contains the following instructions:

This appointment occurs in the past.

Subject: [Text field]

Location: [Red arrow pointing to this dropdown menu]

Start time: Sat 8/27/2011 8:00 AM  All day event

End time: Sat 8/27/2011 8:30 AM

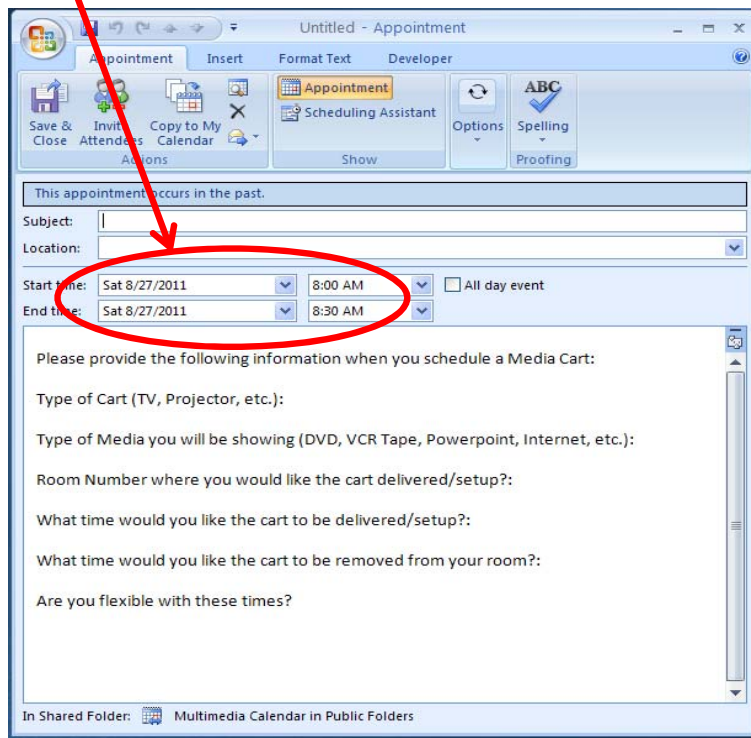
Please provide the following information when you schedule a Media Cart:

- Type of Cart (TV, Projector, etc.):
- Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):
- Room Number where you would like the cart delivered/setup?:
- What time would you like the cart to be delivered/setup?:
- What time would you like the cart to be removed from your room?:
- Are you flexible with these times?

In Shared Folder: Multimedia Calendar in Public Folders

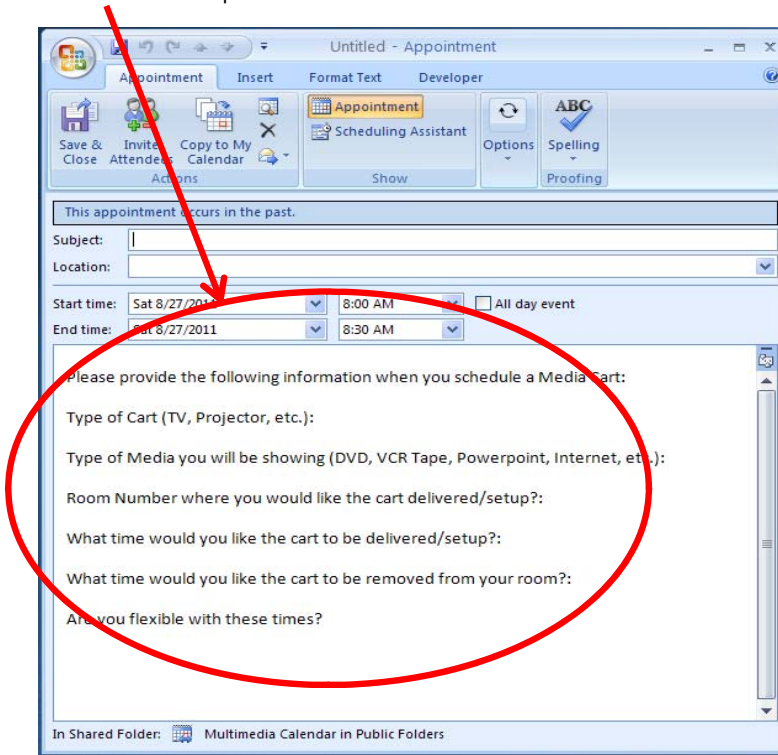
## Instructions for Scheduling Media Carts

Ensure that the "Start time:" and "End time:" show the exact date and times that you would like the Media Cart delivered, setup and removed from your room.



The screenshot shows the "Appointment Scheduling Assistant" window. The "Start time:" field is set to "Sat 8/27/2011" and "8:00 AM". The "End time:" field is set to "Sat 8/27/2011" and "8:30 AM". These fields are circled in red. A red arrow points from the text above to the "Start time:" field. Below the time fields, there is a section titled "Please provide the following information when you schedule a Media Cart:" with several questions: "Type of Cart (TV, Projector, etc.):", "Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):", "Room Number where you would like the cart delivered/setup?:", "What time would you like the cart to be delivered/setup?:", "What time would you like the cart to be removed from your room?:", and "Are you flexible with these times?".

Complete the information requested on the form. Enter any additional information that is helpful.



The screenshot shows the same "Appointment Scheduling Assistant" window as above. The "Start time:" and "End time:" fields are still circled in red. A red arrow points from the text above to the "Start time:" field. The entire form area, including the questions and input fields, is circled in red.

## Instructions for Scheduling Media Carts

When you have completed the form, please click "Save & Close"

The screenshot shows a Windows-style dialog box titled "Appointment". The title bar includes standard window controls and the text "Untitled - Appointment". The menu bar contains "Appointment", "Insert", "Format Text", and "Developer". The ribbon area includes buttons for "Save & Close", "Invite Attendees", "Copy to My Calendar", "Appointment", "Scheduling Assistant", "Options", and "Spelling Proofing". A red arrow points to the "Save & Close" button.

Below the ribbon, a status bar indicates "This appointment occurs in the past." The main form area contains the following fields and options:

- Subject: [Text input field]
- Location: [Dropdown menu]
- Start time: Sat 8/27/2011 [Time dropdown: 8:00 AM]  All day event
- End time: Sat 8/27/2011 [Time dropdown: 8:30 AM]

A section titled "Please provide the following information when you schedule a Media Cart:" contains the following text:

- Type of Cart (TV, Projector, etc.):
- Type of Media you will be showing (DVD, VCR Tape, Powerpoint, Internet, etc.):
- Room Number where you would like the cart delivered/setup?:
- What time would you like the cart to be delivered/setup?:
- What time would you like the cart to be removed from your room?:
- Are you flexible with these times?

At the bottom of the dialog, it says "In Shared Folder: Multimedia Calendar in Public Folders".