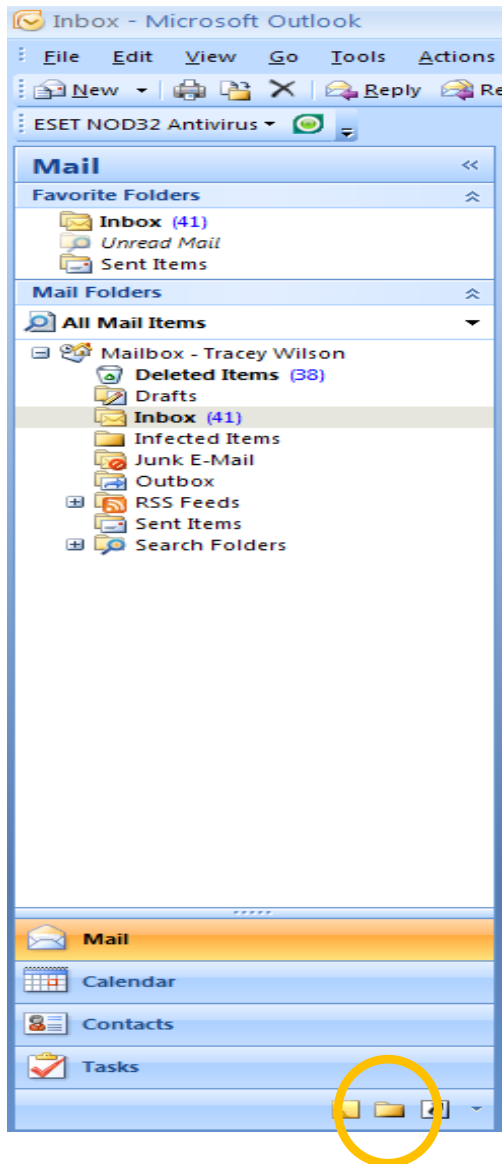

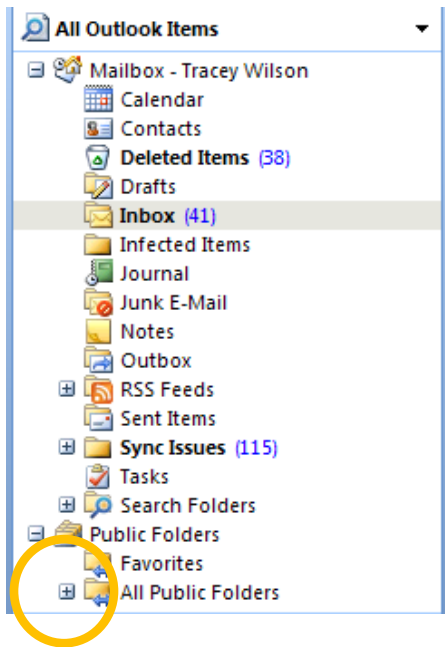


How to Reserve the Computer Lab

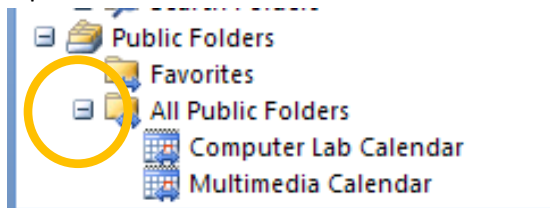
1. Open your email **Outlook**
2. Click on the **Folder List**



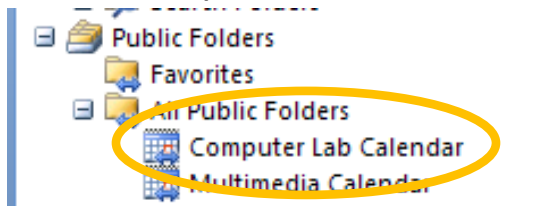
3. Expand Public Folders (Click on the  next to the Public Folders)



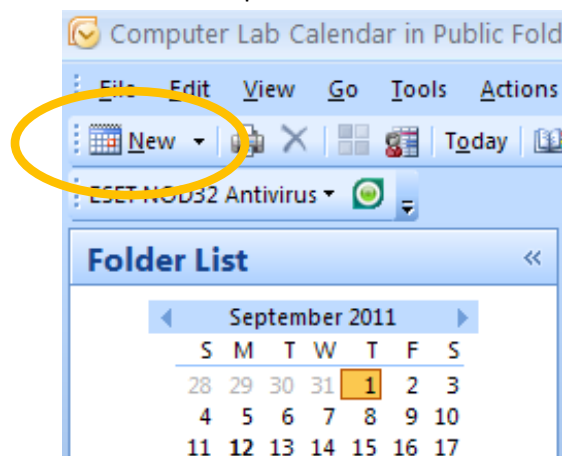
4. Expand All Public Folders



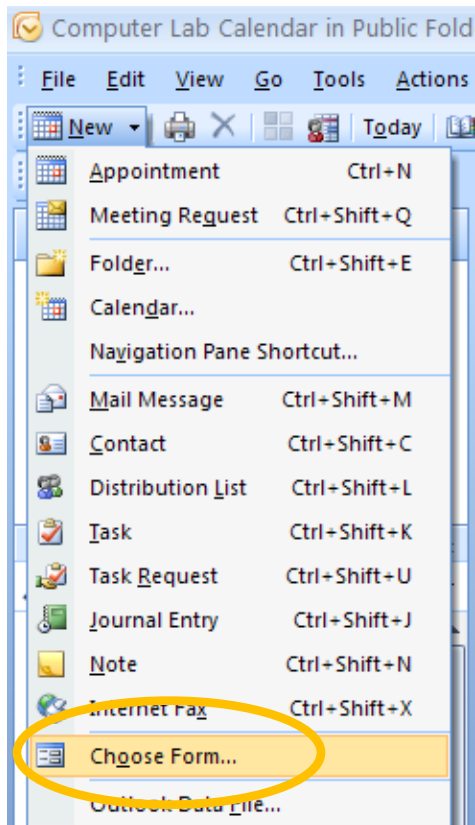
5. Click on the **Computer Lab Calendar**



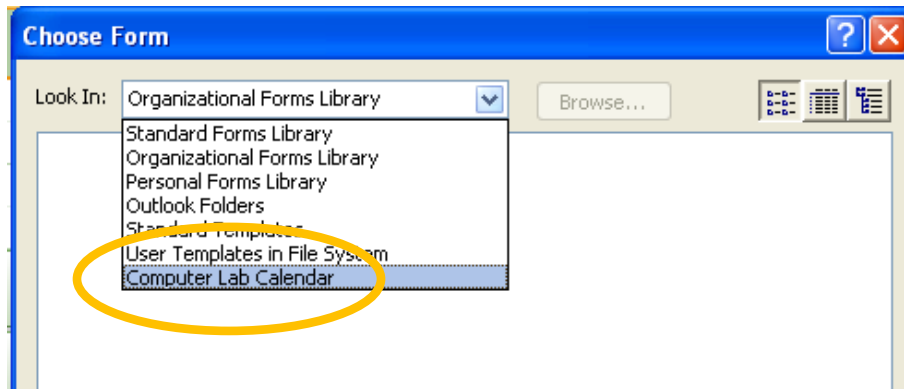
6. Click on the drop-down arrow next the "NEW"



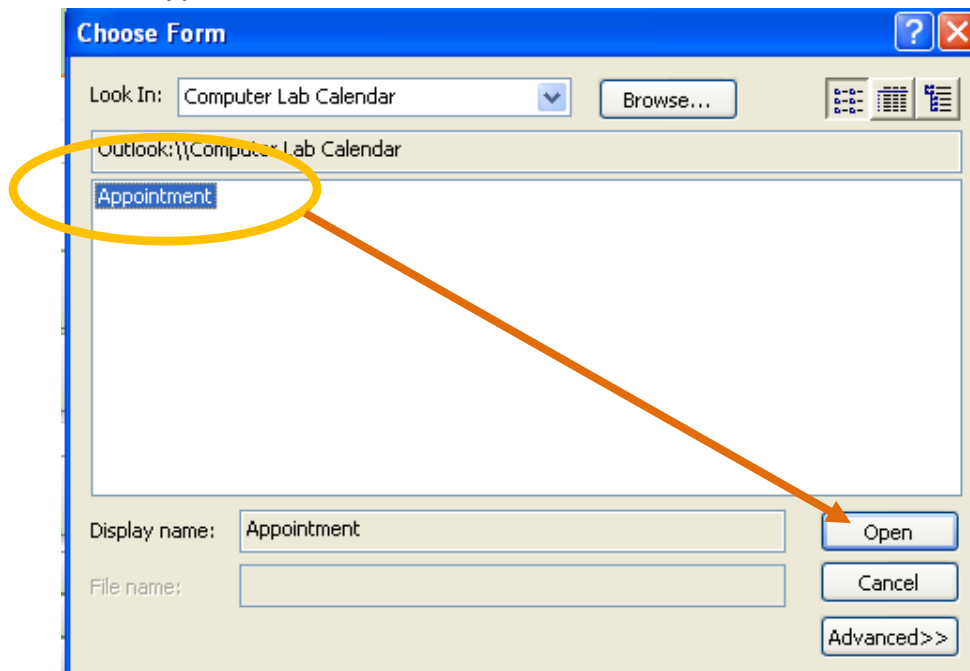
7. Click on **“Choose Form”**



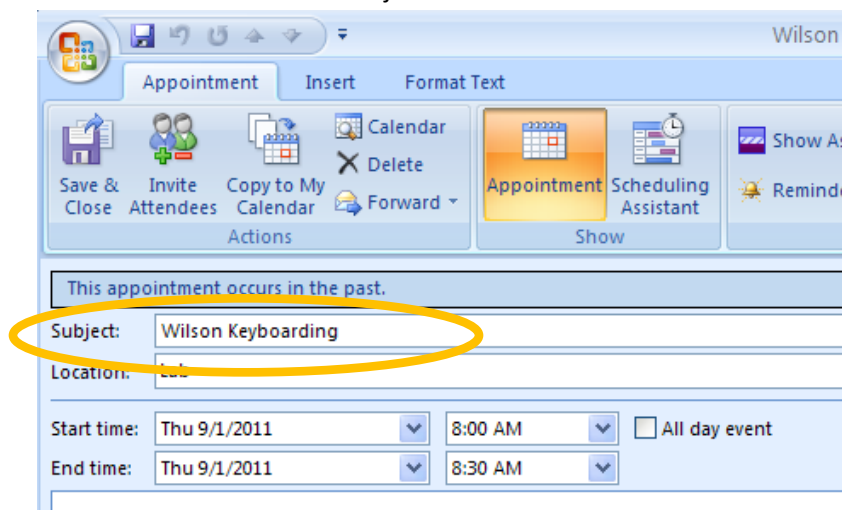
8. Change the **“Look In”** box to **“Computer Lab Calendar”**



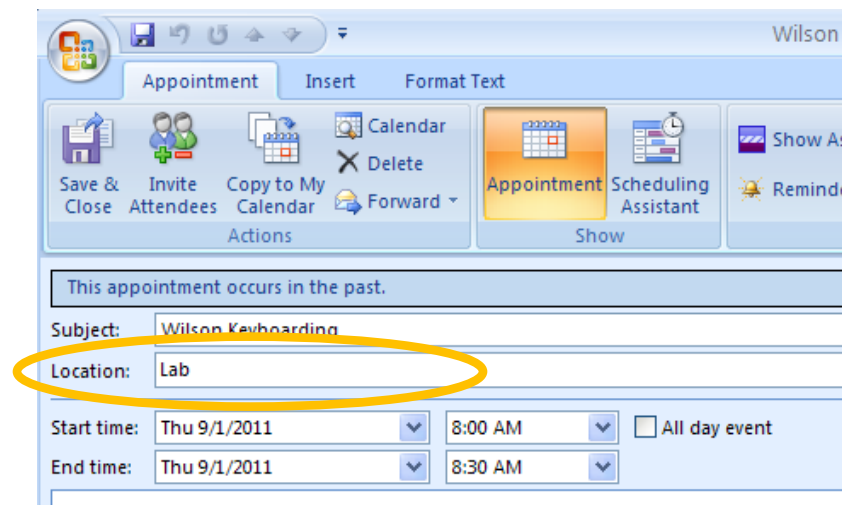
9. Select **“Appointment”** → then click **“OPEN”**



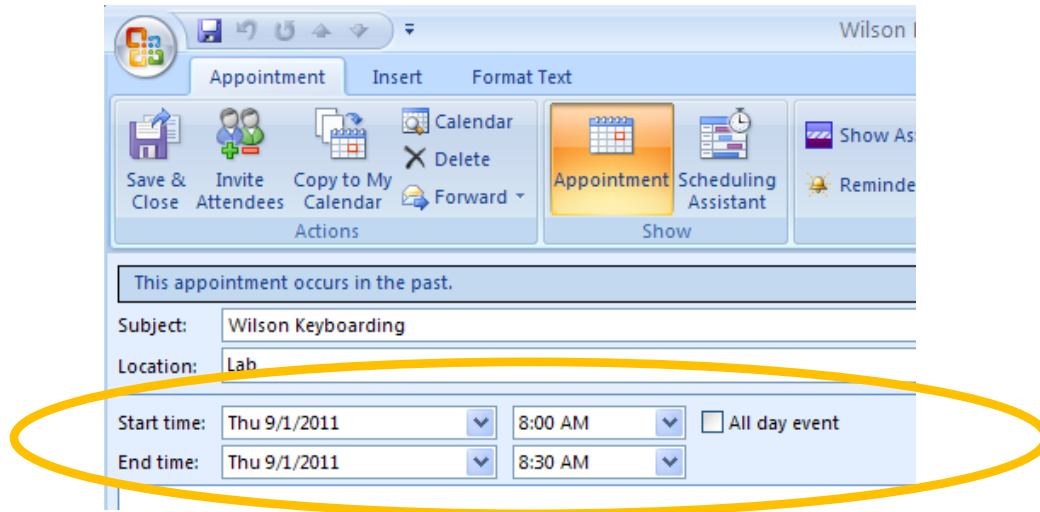
10. Enter the information for Subject as **“Last Name” “Class”**



11. Location is **“Lab”**



12. Place a **start time** and the **end time**.

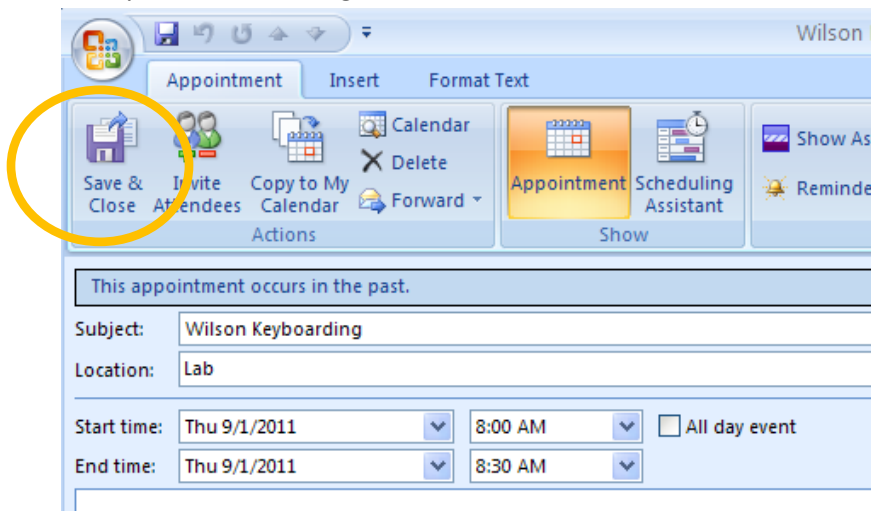


The screenshot shows the 'Appointment' form in a software interface. The 'Appointment' tab is selected in the ribbon. The form contains the following fields:

- Subject: Wilson Keyboarding
- Location: Lab
- Start time: Thu 9/1/2011, 8:00 AM
- End time: Thu 9/1/2011, 8:30 AM
- All day event:

The start and end time fields are circled in yellow.

13. After you are done filling out the information, click “Save & Close”



The screenshot shows the same 'Appointment' form as in the previous image. The 'Save & Close' button in the 'Actions' group of the ribbon is circled in yellow.