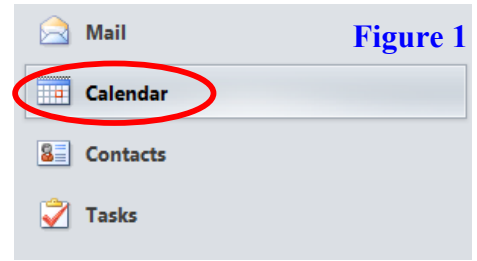




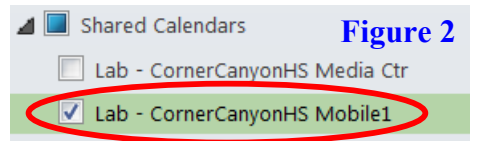
How to Schedule a Computer Lab

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

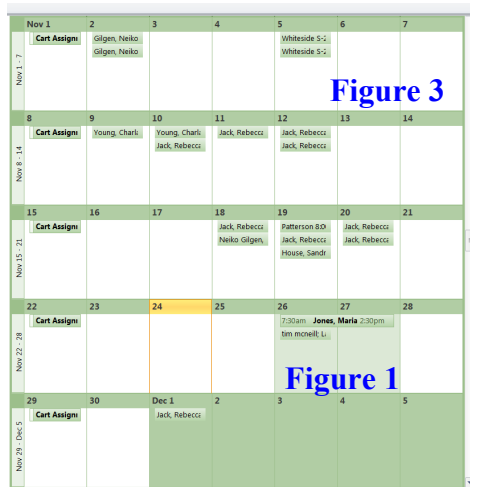
1. With Microsoft Outlook open, click the calendar icon located in the lower left corner. Figure 1



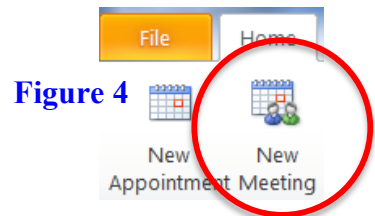
2. Make sure the lab you want to schedule is checked on the left side of the screen. Figure 2



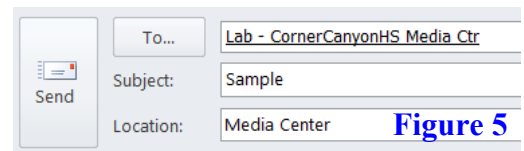
3. Check for lab availability. Figure 3



4. Click New Meeting icon in the top left corner. Figure 4



5. Fill in the following information:
To: type the room. Example: The computer lab in the Media Center at Corner Canyon High School is Lab-CornerCanyonHSMediaCenter.
Subject: Type your name or reason for reserving the lab.
Location: Room where you will be with the computers/iPads.
Figure 5





6. Select the date and time you will need the lab. If you are going to use the lab all day, select the start and stop times of the school day rather than “All day event”. Then indicate in the message field which period is your prep. Figure 6

Start time: Thu 11/26/2015 7:55 AM All day event
End time: Thu 11/26/2015 2:30 PM **Figure 6**

7. Click Send. If no one else has the lab reserved, your lab time will show on the calendar AND you will receive a confirmation email.

