How to Schedule a Computer Lab

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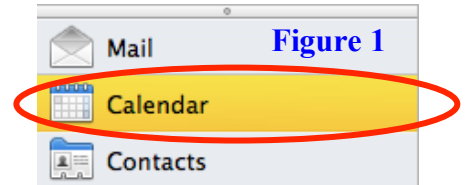
Figure 1

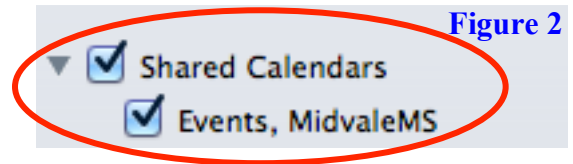2. Make sure the lab you want to shedule is checked on the left side of the screen. Figure 2

Figure 2

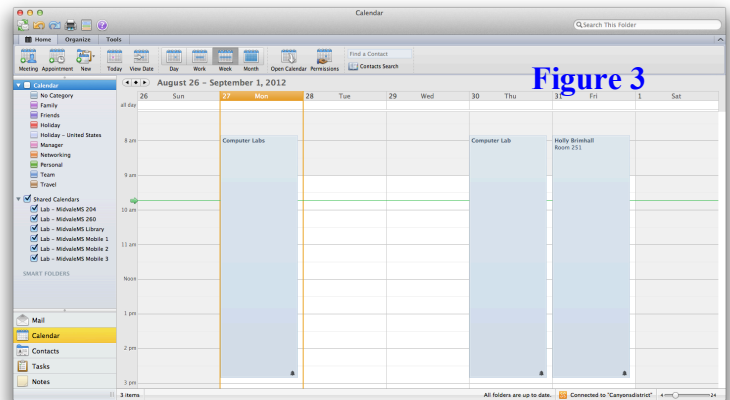3. Check for lab availability. Figure 3

Figure 3

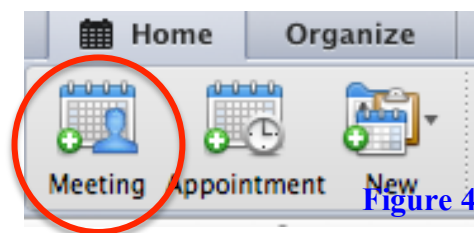4. Click New Meeting icon in the top left corner. Figure 4

Figure 4

5. In the To: box, type the room. Example: The computer lab in the library at Midvale Middle School is Lab-MidvaleMS Library.   Figure 5
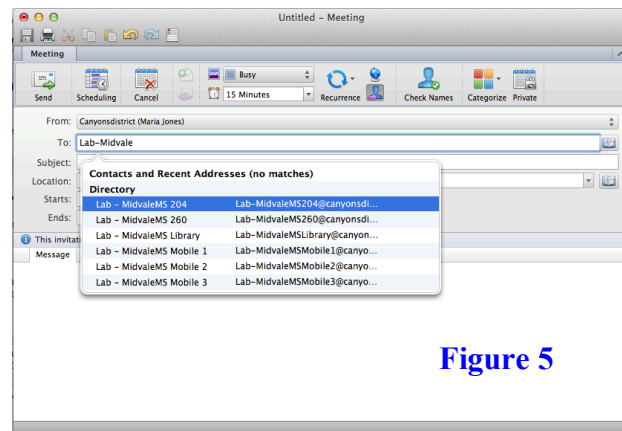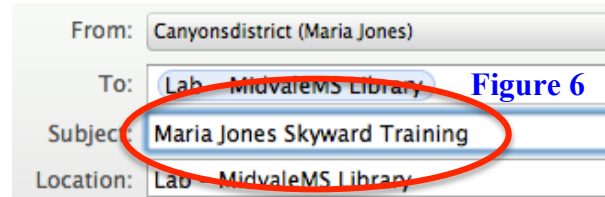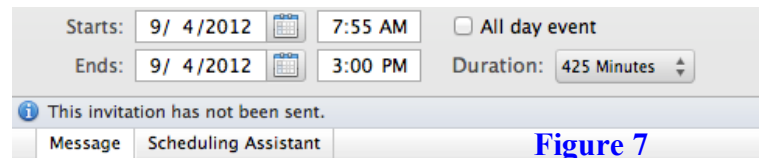
Figure 5

6. In the subject line, type your name, so everyone knows who reserved the lab. Figure 6

From: Canyonsdistrict (Maria Jones)

To: Lab - MidvaleMS Library   **Figure 6**

Subject: Maria Jones Skyward Training

Location: Lab - MidvaleMS Library

7. 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 7

Starts: 9/ 4/2012   7:55 AM   ☐ All day event

Ends: 9/ 4/2012   3:00 PM   Duration: 425 Minutes

ⓘ This invitation has not been sent.

Message   Scheduling Assistant   **Figure 7**

2nd Period Prep

8. Click Send. If no one else has the lab reserved, your lab time will show up on the calendar.