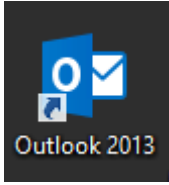


Computer Lab Sign up

1. Step 1

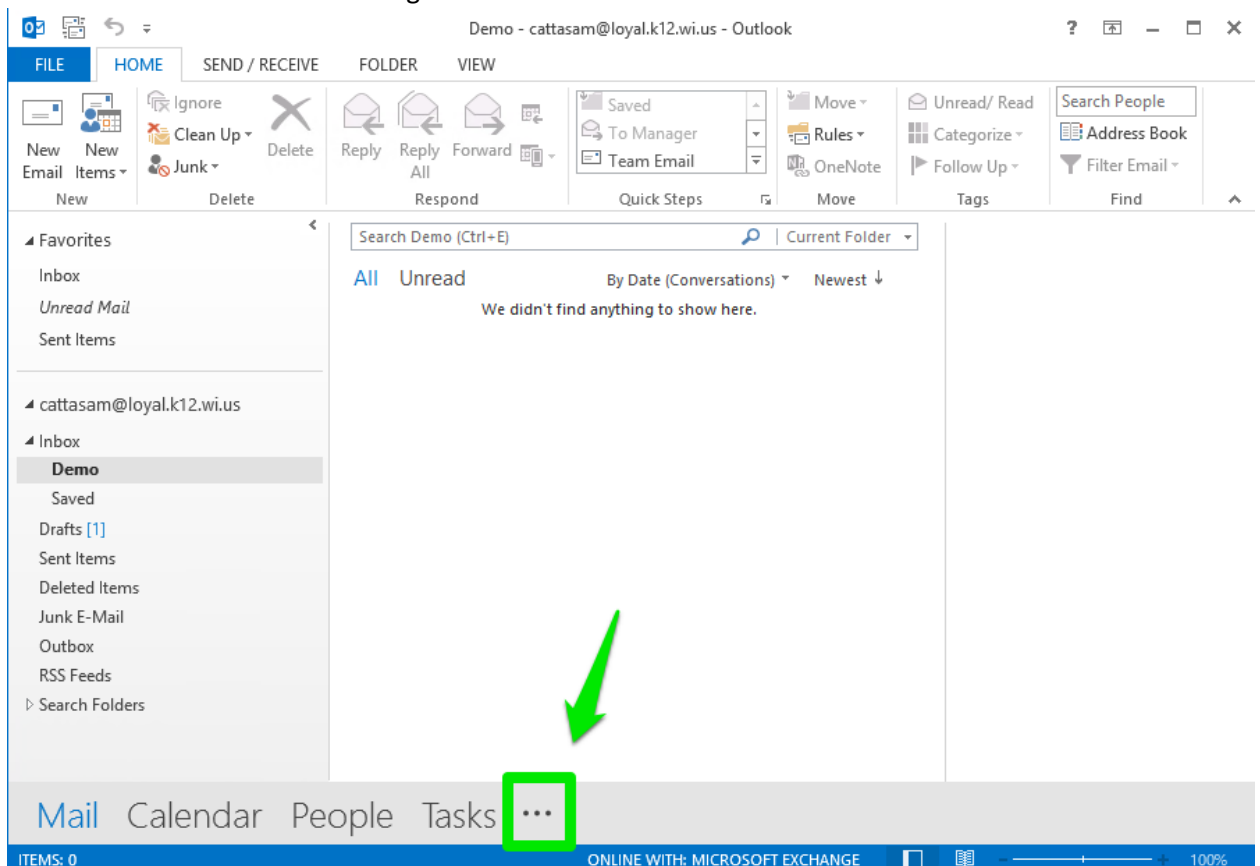
- a. Open Microsoft Outlook 2013
- b. You can either click on the icon on your desktop or you can access it through the Start Screen



- Icon on Desktop

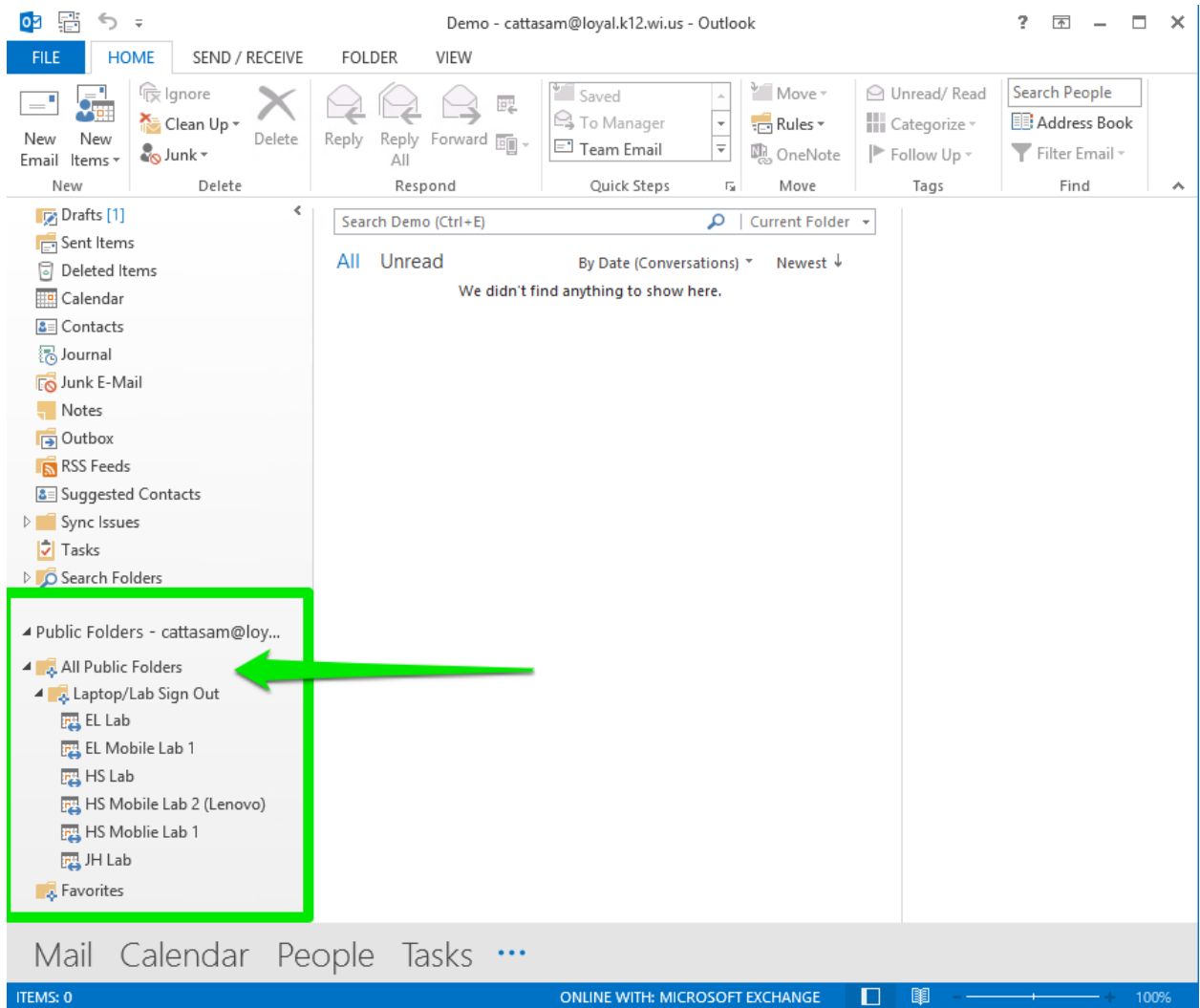
2. Step 2

- a. Click on the “More” button at the bottom of the screen. It is right next the “Mail Calendar People Tasks” links and it looks like three dots right next to each other.



3. Step 3

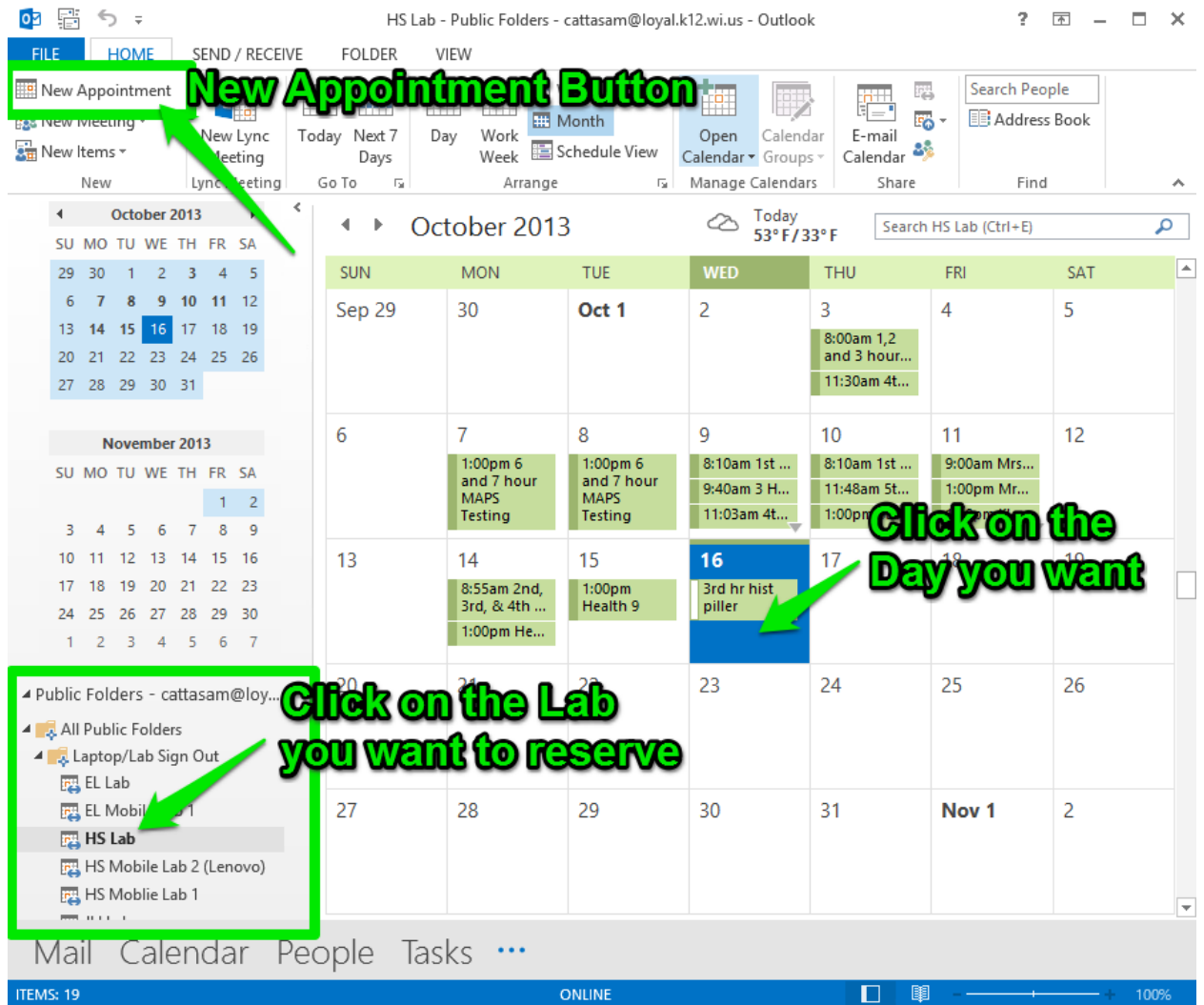
- a. On the left hand side, expand the “Public Folders” section by clicking the arrow.
- b. Drill down to “All Public Folders” and then to “Laptop/Lab Sign Out”.



4. Step 4

- a. Click on the Lab that you want to reserve.
- b. Click on the day that you want to place a reservation for.
- c. Click on the “New Appointment” button located at the top of the screen.

Note – Please do not sign up for the HS Lab in the JH Lab calendar or vice versa. Please use the correct calendar.



5. Step 5

- a. In the "Subject Line" put the hour you wish to reserve and your last name.
- b. In the "Start Time" and "End Time" boxes, put the rough time the hour starts and when the hour ends.
 - i. Please make sure that you are reserving the lab for the right day by double checking the date in the boxes next to the time.
- c. Click "Save & Close" to save your reservation.

