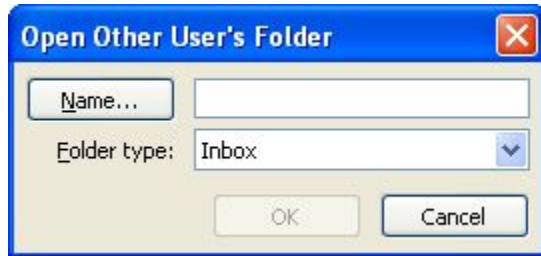


For all teachers, to schedule a lab...

1. You need to have Email open.
2. At the top, select File / Open /Other User's Folder
3. You should see this



4. Type in the name of the lab. The list is as below.

HS LAB 102
HS LAB 202
HS LAB 208
HS Lib
JrH LAB 201
JrH LIB
JrH Sci Lab
IS Lab 202
IS LIB
IS Sci Lab

5. Once you type the name, click the dropdown which says "Inbox" above.....select Calendar.
6. Click OK.
7. Find the date and time that the lab is open...enter your name and Period number as well as subject. Save your changes. You are done.

A note....once you open a calendar....you can just click on it on the left navigation bar to view the calendar....you need not go through this process every time....it will be listed below Other Calendars / People's Calendars

A side note is that only you can alter an event you add to one of these calendars. The only people who can change what you put in is librarians.

Hope this helps.