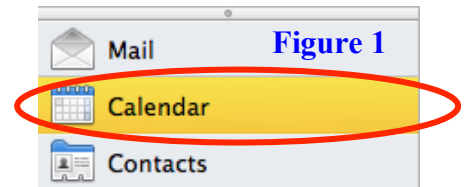




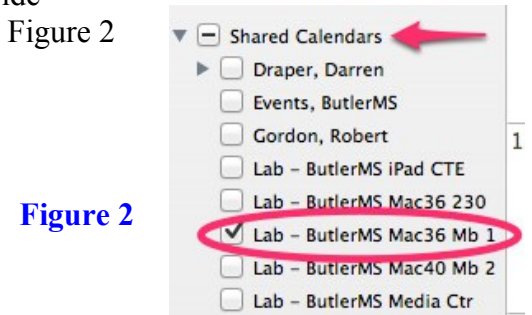
How to Schedule a Computer Lab

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

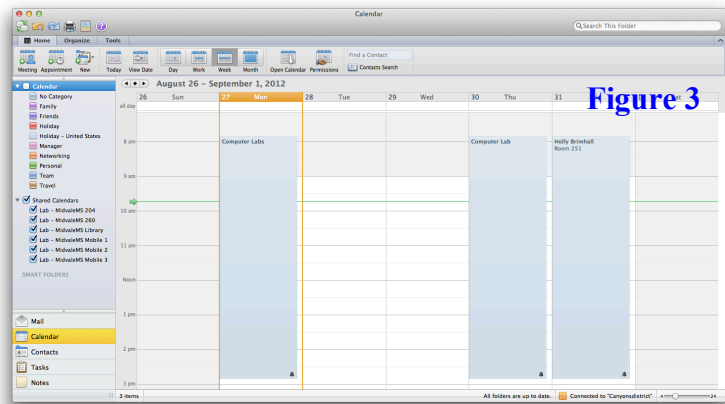
1. With Microsoft Outlook open, click the calendar icon located in the lower left corner. Figure 1



2. Make sure the lab you want to schedule is checked on the left side of the screen and the “Shared Calendars” Line is highlighted. Figure 2



3. Check for lab availability. Figure 3



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

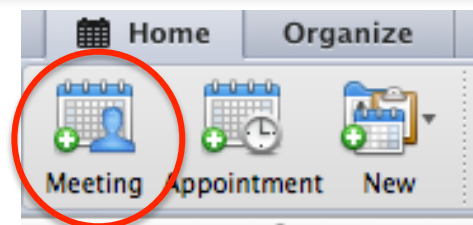
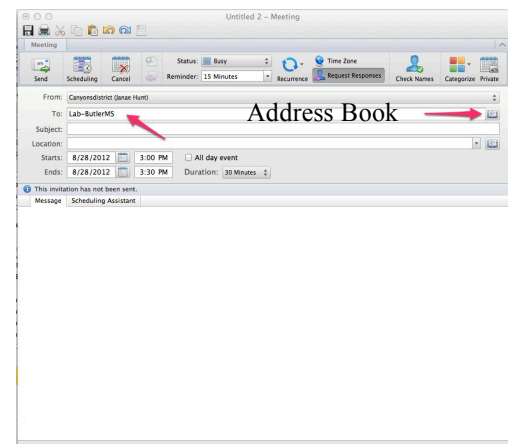


Figure 4

5. To the right of the “To:” line there is an address book icon. Click the icon. Note: after you have done this once, you can begin typing the name of the lab in the “To:” box and it will appear in a drop down box below. Example: The name of the computer lab in the Media Center at Butler MS is Lab-Butler Media Ctr. Figure 5





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- Begin typing the name of the lab you wish to schedule. All labs begin with “Lab-ButlerMS”. The list of labs will appear. Click on the one you wish to schedule, and click “Resource”. Figure 6

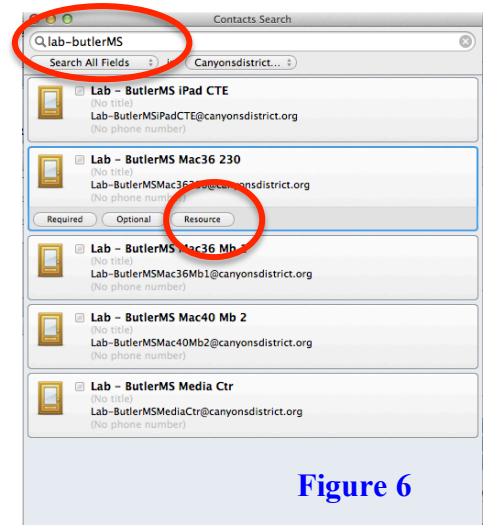
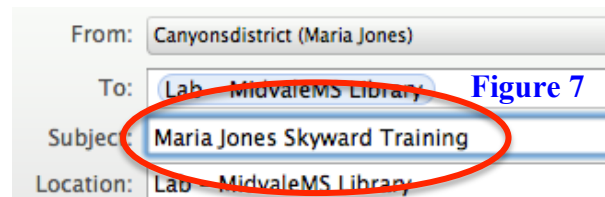


Figure 6

- In the subject line, type the **class period and your name**, so everyone knows who reserved the lab. Figure 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. To schedule single class periods, input the start and end time for the period you want to reserve. Figure 8

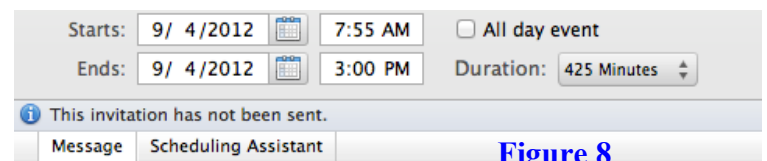


Figure 8

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

