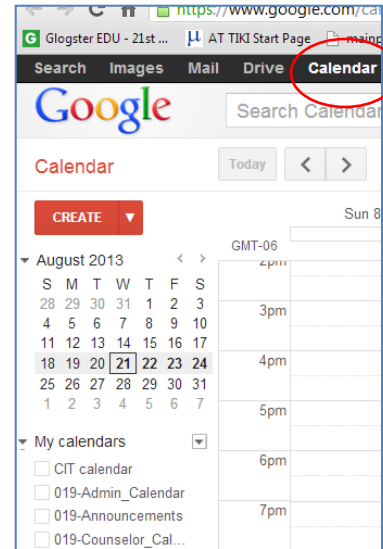


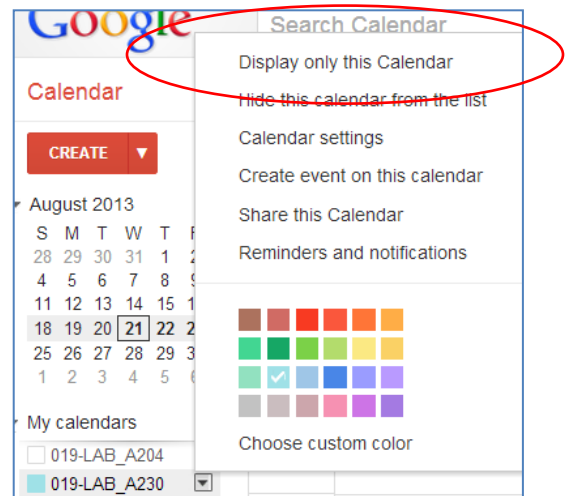
Creating Lab / Netbook Reservations on the Calendars

Step 1: Click CALENDAR on black ribbon.

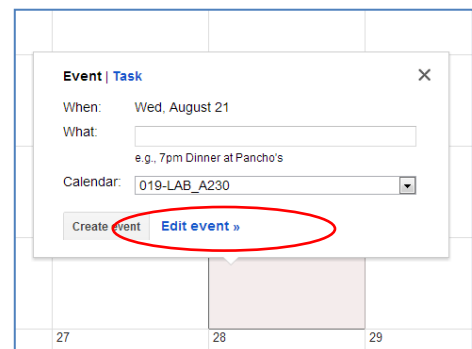


Step 2: Choose MONTH view to see the entire month.

Step 3: Turn on the computer lab calendar you want to look for. Note: if you click the dropdown arrow you can select “display onto this calendar ” which will turn off any other calendars that might confuse you.



Step 4: Left click in the day you want to reserve. Do not enter your info here—go straight to “edit event.”



Step 5: Fill out the following

put your last name and the periods

Select "all day"

Verify it's the correct calendar

Click SAVE

A screenshot of a calendar reservation form. The form has a title field containing "Christensen-pds.1-3,5-8" which is circled in red. Below the title is a date range field showing "8/21/2013 to 8/21/2013". There is a checkbox labeled "All day" which is checked and circled in red, and a "Repeat..." option. Below these are "Event details" and "Find a time" buttons. A "Where" section contains a "Calendar" dropdown menu with "019-LAB_A230" selected, also circled in red. The "Created by" field shows "sharon.christensen@nisd.net" and there is a "Description" text area. At the bottom, there is an "Attachment" section with a link to "Add attachment". At the top right of the form are "SAVE" and "Discard" buttons, with "SAVE" circled in red.

you need the lab

Step 6: Verify your reservation on the calendar:



If you need to delete the reservation, click on it and select DELETE.

To see a screencast-o-matic over adding your reservations to the calendar visit: <http://screencast-o-matic.com/watch/cIjrcGVkT8> or scan this QR code to watch the tutorial on your phone