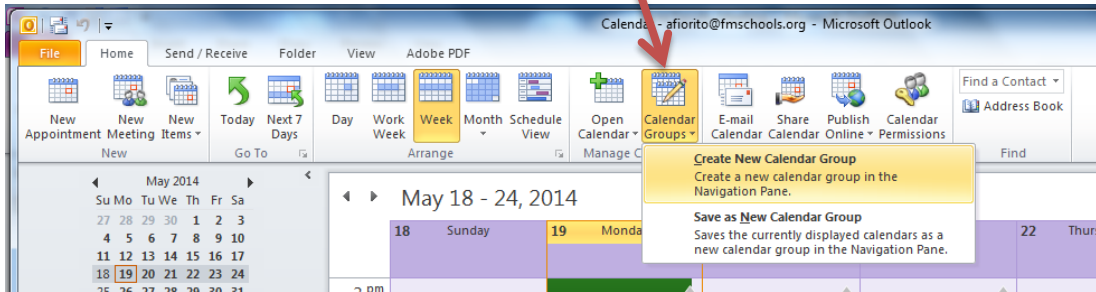


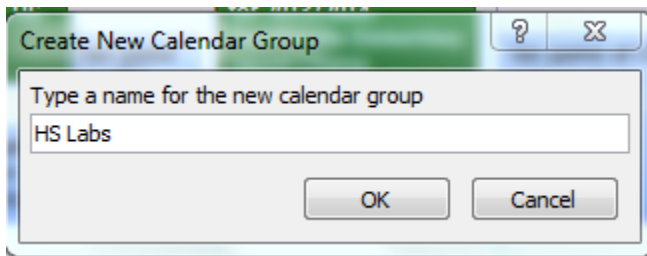
Signing Out Computer Labs with Outlook Shared Calendars

Initial Set up – One Time Only

1. Create a Calendar Group for High School Labs – Click Calendar Groups Icon/Create Calendar Group

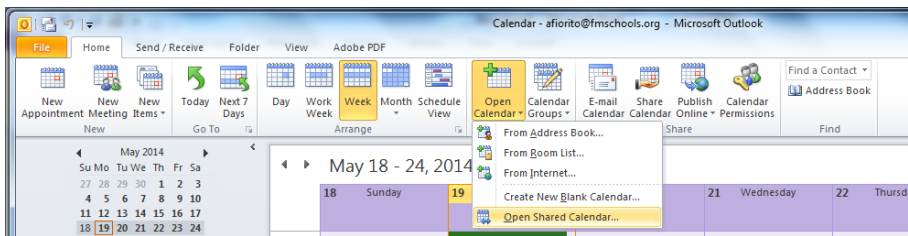


Name your calendar Group

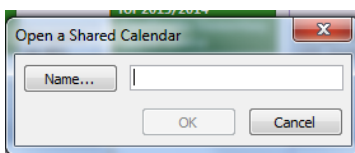


Click Cancel at the Next Screen that pops up (which is a search box for users)

2. Open Shared Calendars for Each Lab – Click Open Calendar Icon/Open Shared Calendar

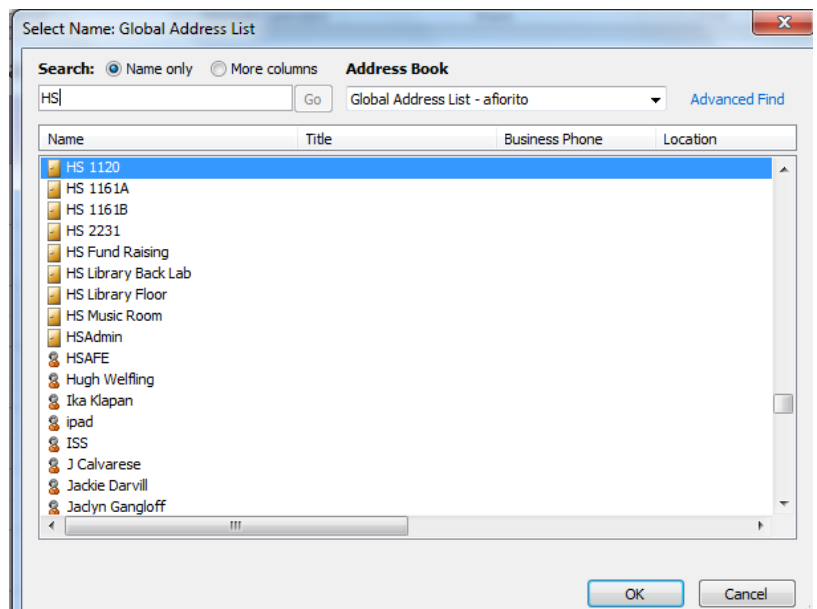


Click the Name Icon



Type HS to search for HS Labs
Click a Lab, then click OK
You will see the lab show in the Calendar List in Outlook
You can drag the lab into the Calendar group you created

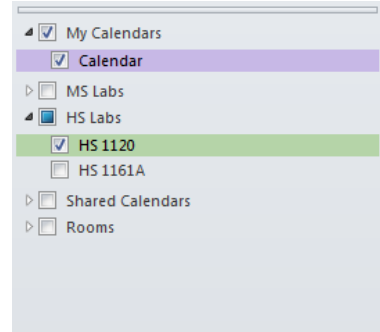
Repeat this Process for Each Lab



Using Outlook Calendars for Lab Sign Out

Viewing Calendars

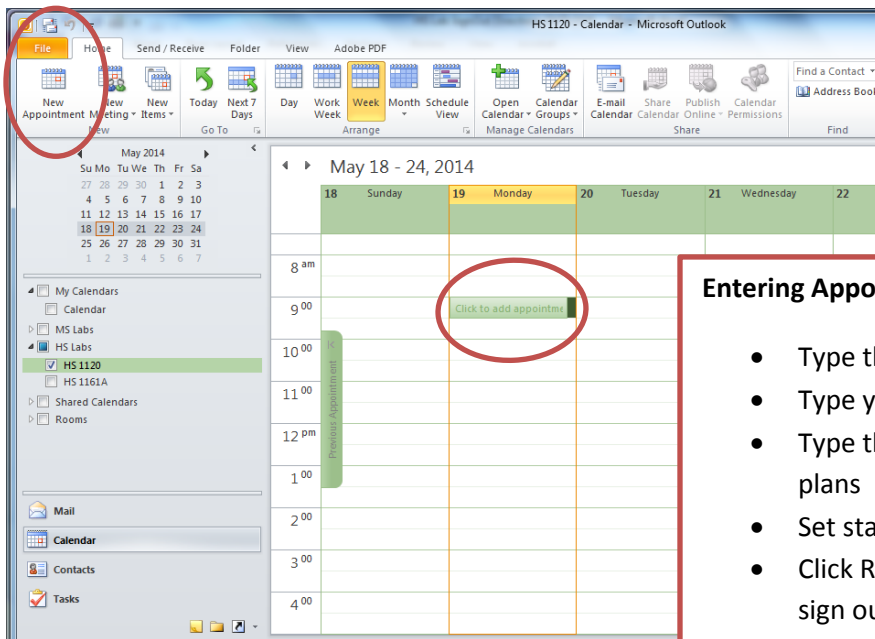
- Check Box next to a Calendar to View It
- View multiple calendars at once
- Uncheck a Box to Hide the Calendar
- Calendars will remain in the list ready for viewing until you delete the calendar (right click a calendar and select Delete Calendar to do this)



Signing Out Lab Time

- You will only be able to edit and delete your own calendar entries.
- Do not overlap existing times. Overlaps will show next to the original entry and should be changed or deleted. Entries are dated and the first entry will secure the time if overlaps are seen.

Click New Appointment (menu icon) or Double Click the Time Slot in the Calendar



Entering Appointments

- Type the Class Period Number
- Type your Last Name
- Type the Program you will use or your plans
- Set start and end time for class period
- Click Recurrence icon if you need to sign out consecutive days
- Click Save and Close when finished

