

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

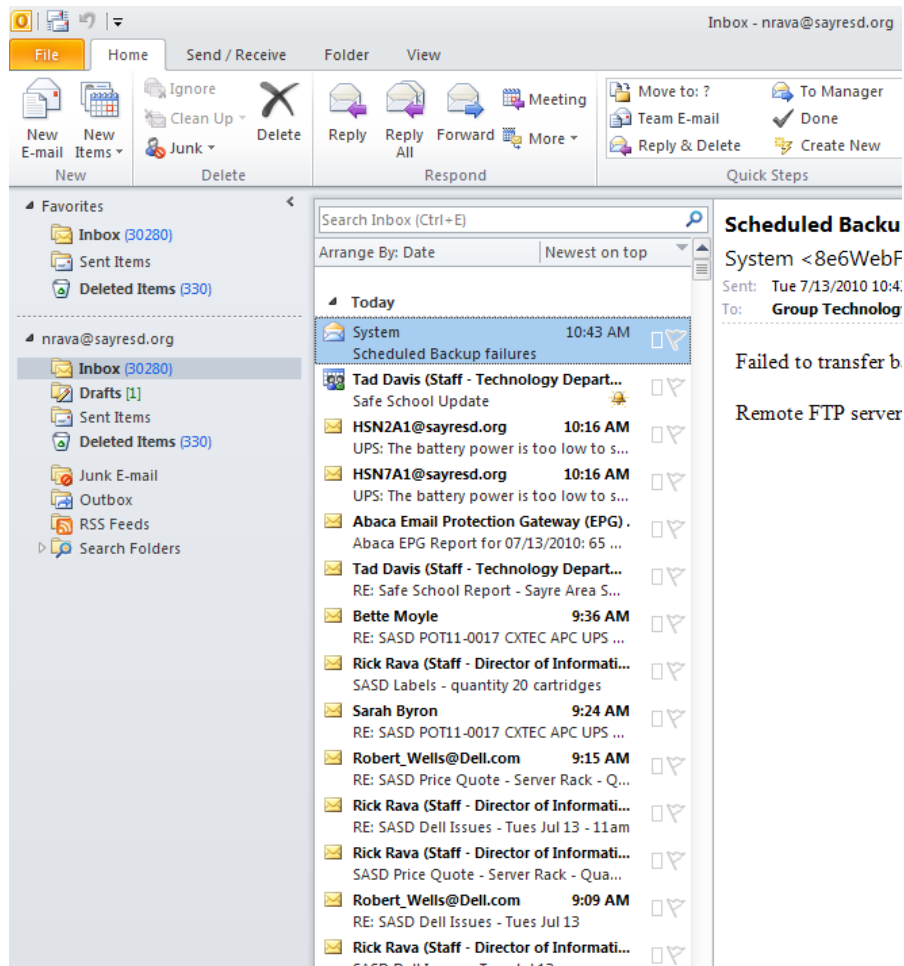
RESERVING A COMPUTER LAB USING OUTLOOK 2010

Purpose

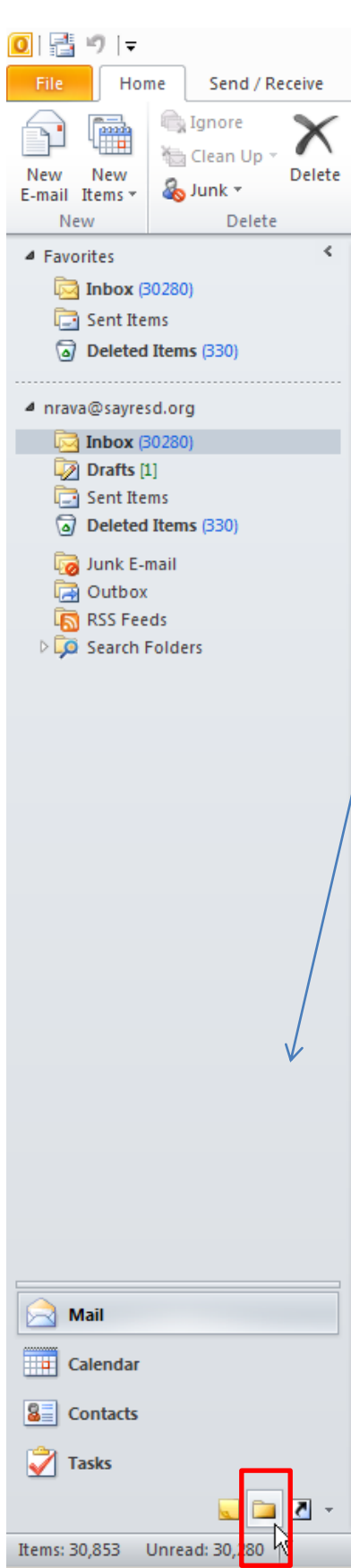
So that teachers can see when labs are available.

How to Start the Reservation Process

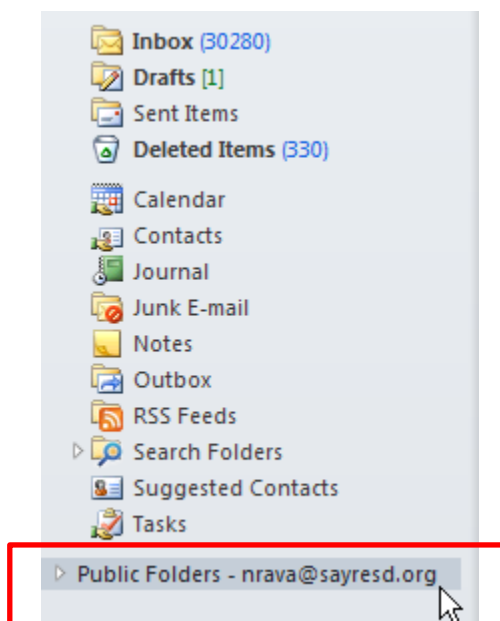
Go to MS Outlook 2010 (this process is through the Outlook client, not through the web):



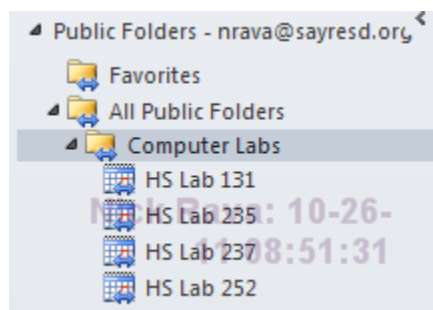
Click on the Folder List button:



Click on Public Folders



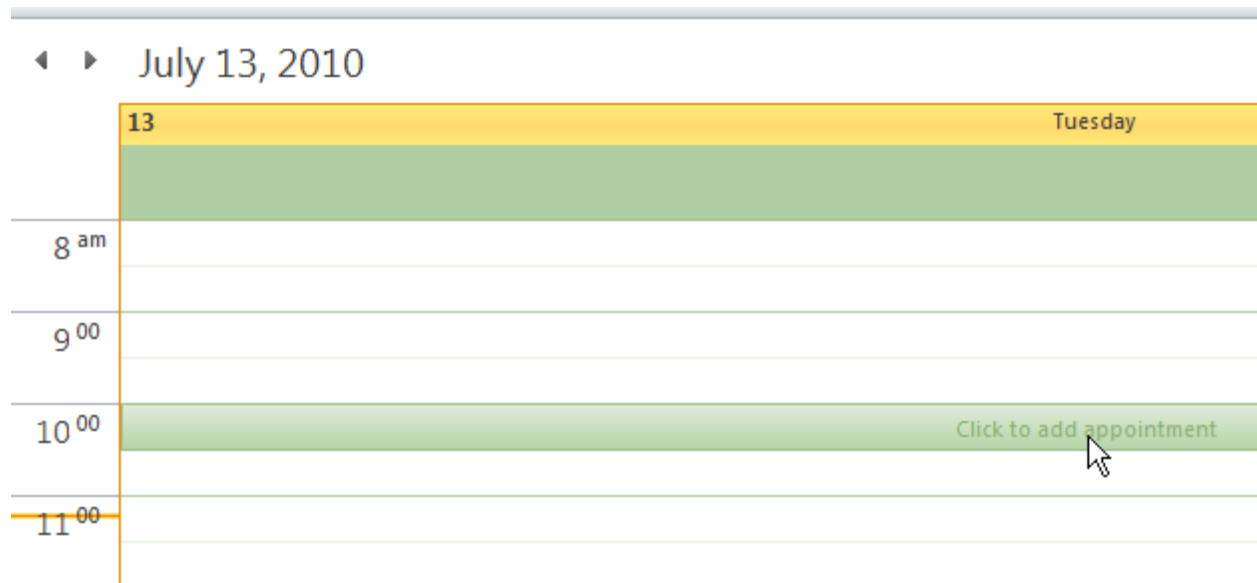
Expand by clicking on All Public Folders → Computer Labs



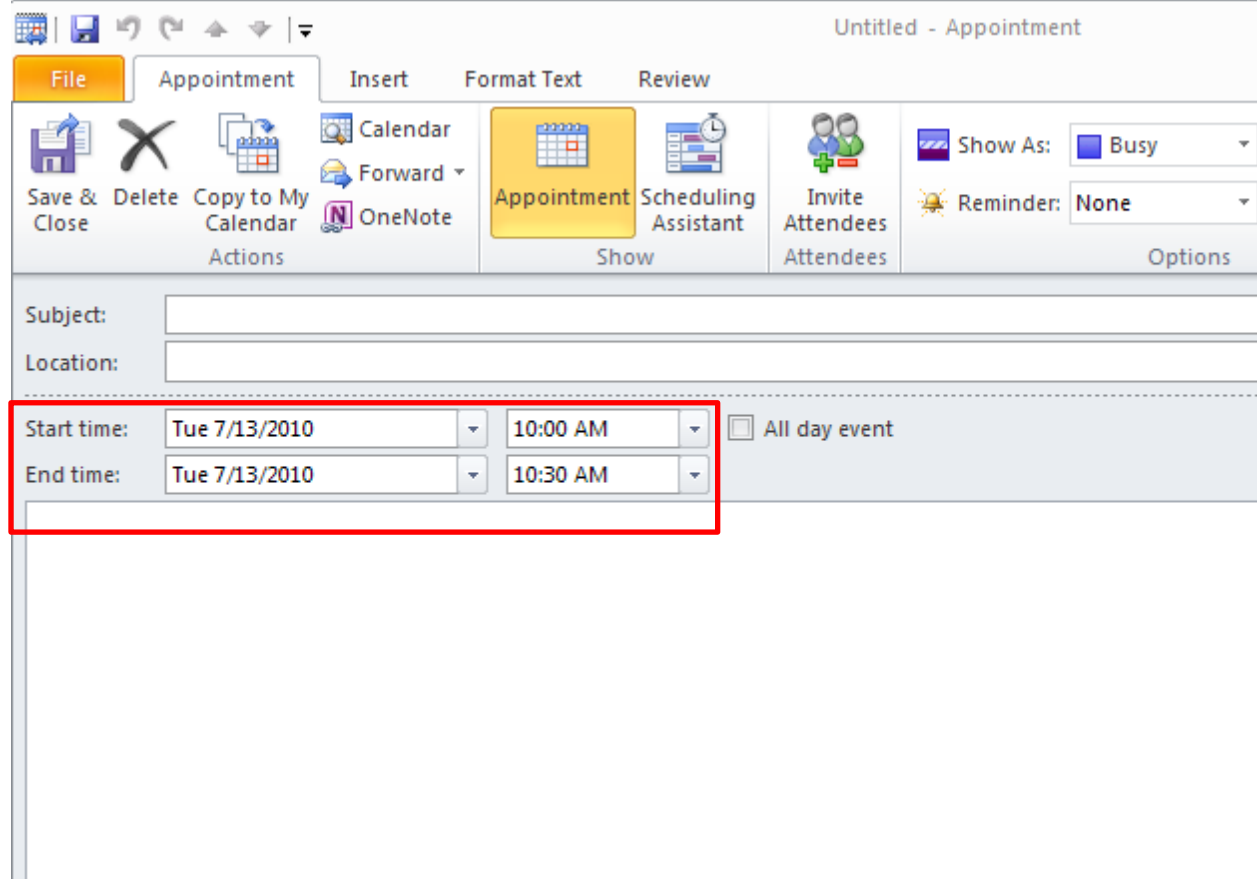
Click on one of the labs

In this example, the time reserved is for 10:00-10:30.

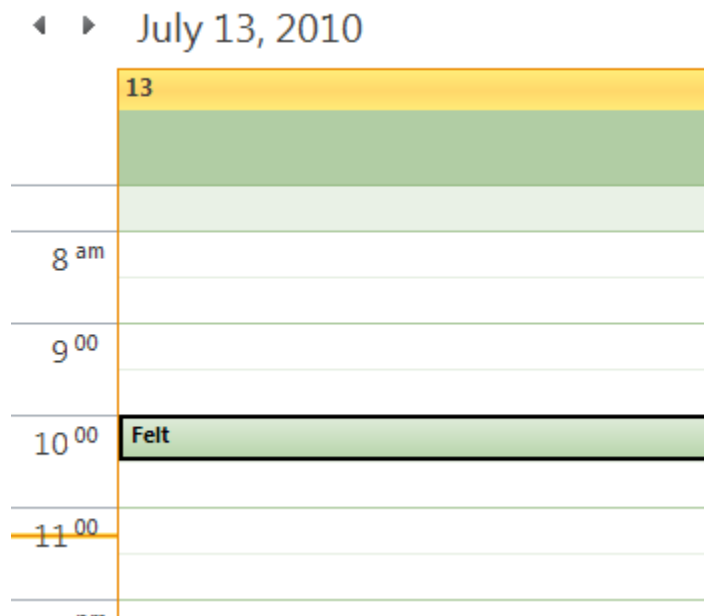
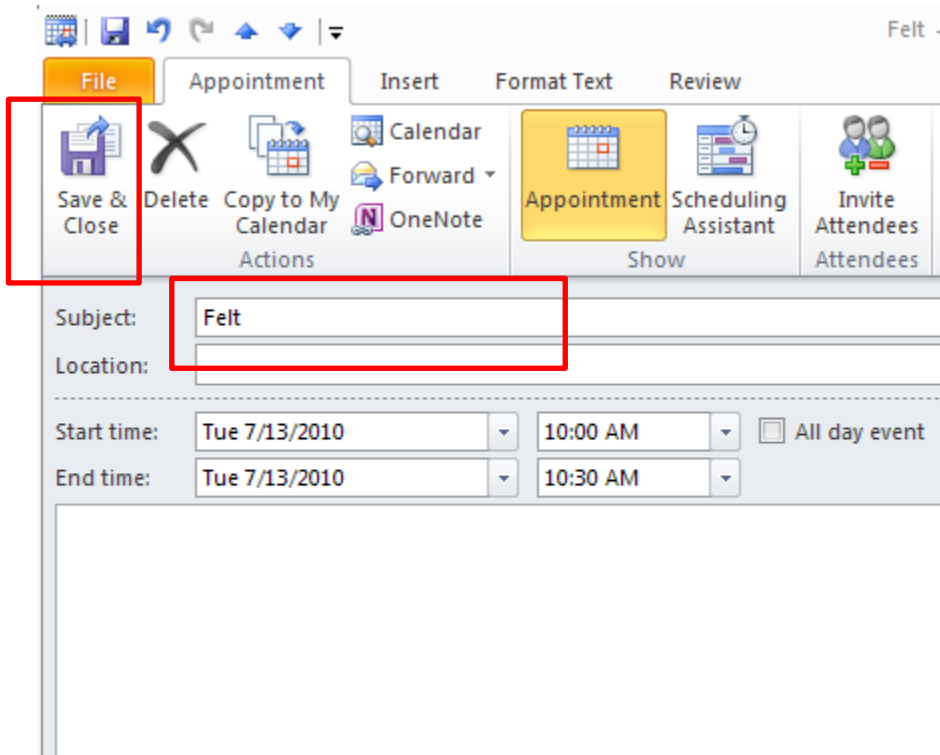
Click in the 10:00 area:



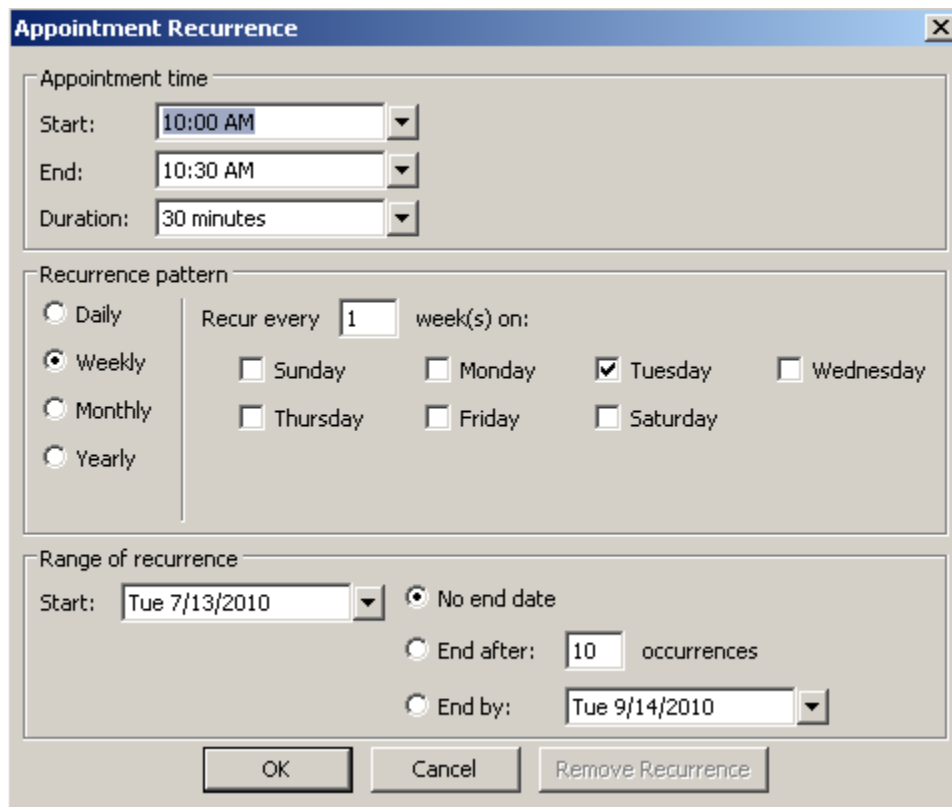
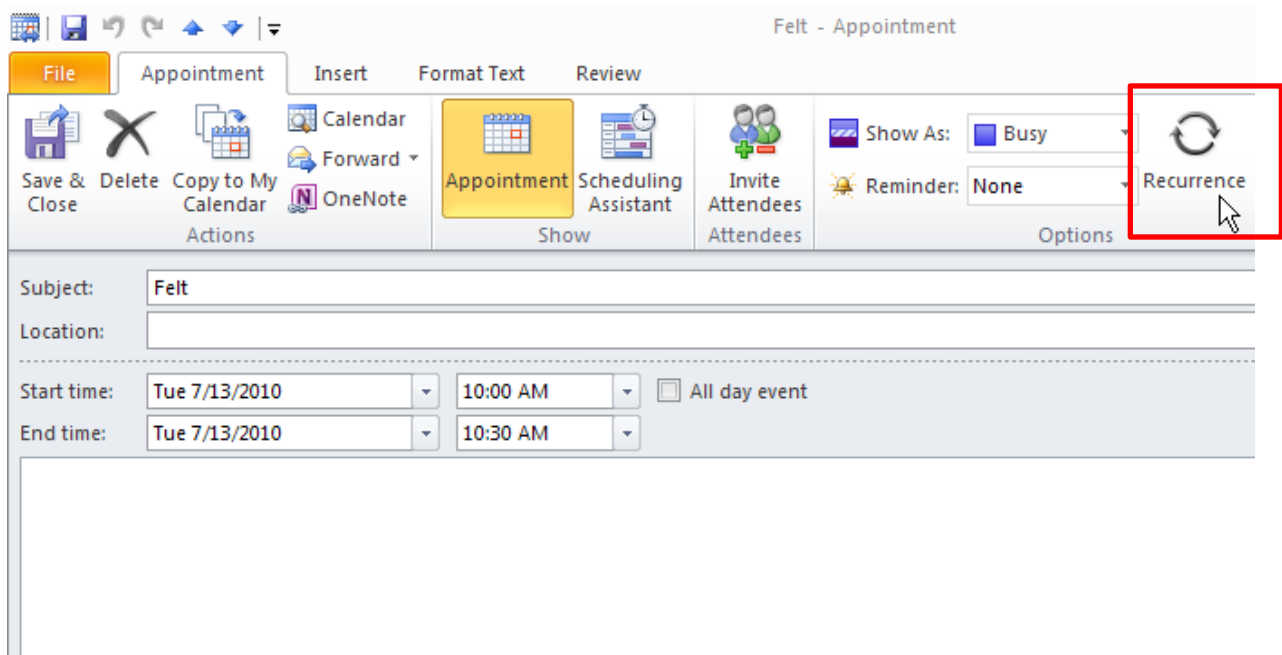
Notice that you can adjust the time reservation by clicking on the start or end times:



In the Subject area simply put your last name then click Save and Close



If you would like to have this lab at this time every week, click on Recurrence



Select the desired settings and then click OK.