

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

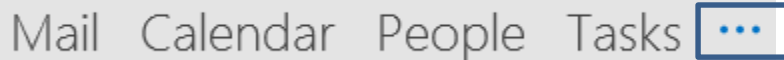
RESERVING A COMPUTER LAB OR A CFF CART USING OUTLOOK 2013


Purpose

So that teachers can see when labs and CFF carts are available.

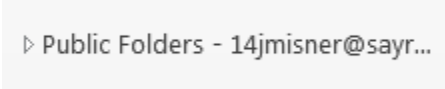
How to Start the Reservation Process

Go to MS Outlook 2013 (this process is through the Outlook client, not through the web):
Right click on the three dots and select the Folders button:



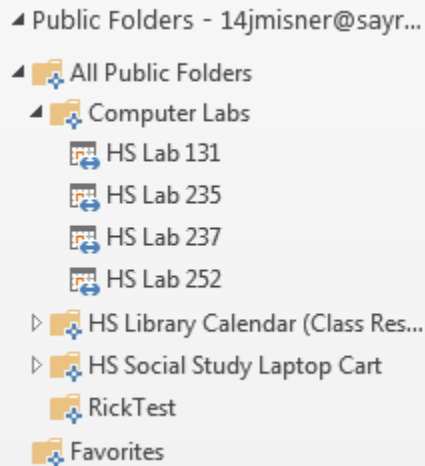
Mail Calendar People Tasks 

Click on Public Folders



Public Folders - 14jmisner@sayr...

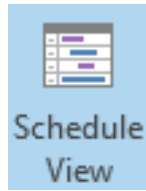
Expand by clicking on All Public Folders → SASD



Public Folders - 14jmisner@sayr...
All Public Folders
Computer Labs
HS Lab 131
HS Lab 235
HS Lab 237
HS Lab 252
HS Library Calendar (Class Res...
HS Social Study Laptop Cart
RickTest
Favorites

Now click on either HS Labs or HS Laptop Carts to reserve a time slot. In this case, we will reserve a time for Lab 252. EXAMPLE:

Single Click on HS Labs → Room 252 and then select the calendar date you want to reserve for.



Select Schedule view to see the current day:

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

Click in the 10:00 area:

The image shows a screenshot of an Outlook calendar interface. At the top, it displays "July 10, 2015" and "Washington, D.C." with weather information for Today (86°F/75°F), Tomorrow (82°F/74°F), and Sunday (84°F/76°F). The time slots are labeled from 8 am to 2. A vertical blue bar represents a reservation for "HS Lab 252" starting at 10:00 and ending at 10:30. A mouse cursor is positioned over the blue bar. At the bottom left, there is a button labeled "Add a Calendar ...".

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

Untitled - Appointment

FILE APPOINTMENT INSERT FORMAT TEXT REVIEW

Save & Close Delete Copy to My Calendar Appointment Scheduling Assistant Meeting Notes Invite Attendees Busy None

Subject

Location

Start time Fri 7/10/2015 10:00 AM All day event

End time Fri 7/10/2015 10:30 AM

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

Untitled - Appointment

FILE APPOINTMENT INSERT FORMAT TEXT REVIEW

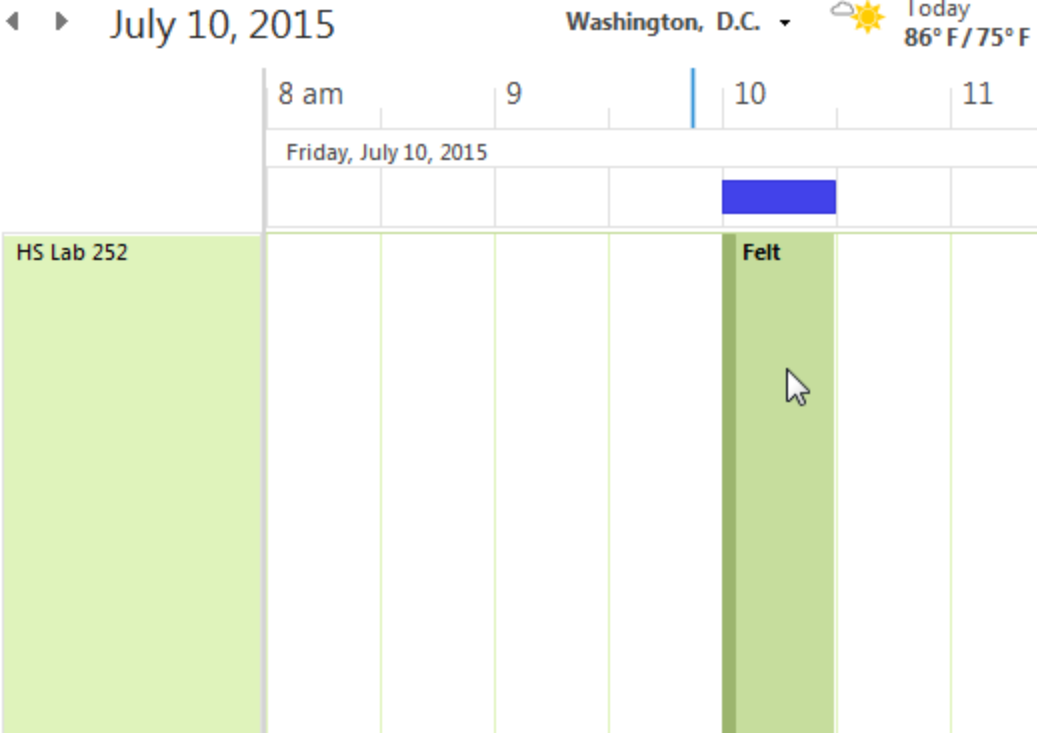
Save & Close Delete Copy to My Calendar Appointment Scheduling Assistant Meeting Notes Invite Attendees Busy None

Subject Felt

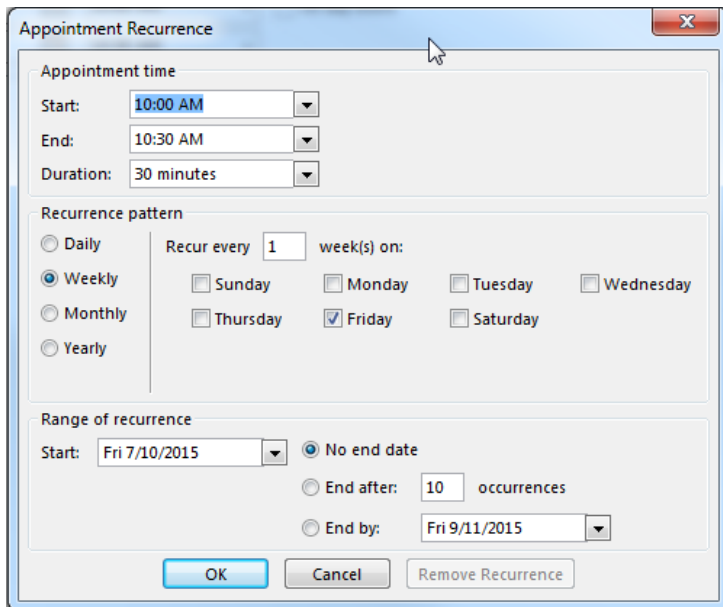
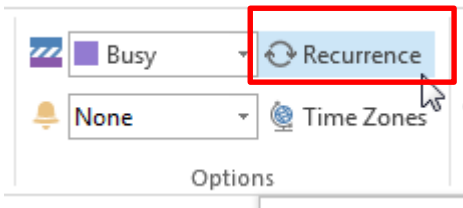
Location

Start time Fri 7/10/2015 10:00 AM All day event

End time Fri 7/10/2015 10:30 AM



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



Select the desired settings and then click OK.