

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

RESERVATIONS:

High School Library Reservations Calendar

Purpose

This handout describes how to use the High School Library reservations using MS Outlook.

Key items to note:

1. Electronic Calendars make it easy to set up repeating computer resource reservations
2. Electronic Calendars are easy to share (for example, from your PC – you can check to see who is using what lab).

How Do I Reserve a Period in the High School Library?

Mr. Mensch is the only person who can add entries to this calendar.

Please contact Mr. Mensch to schedule periods.

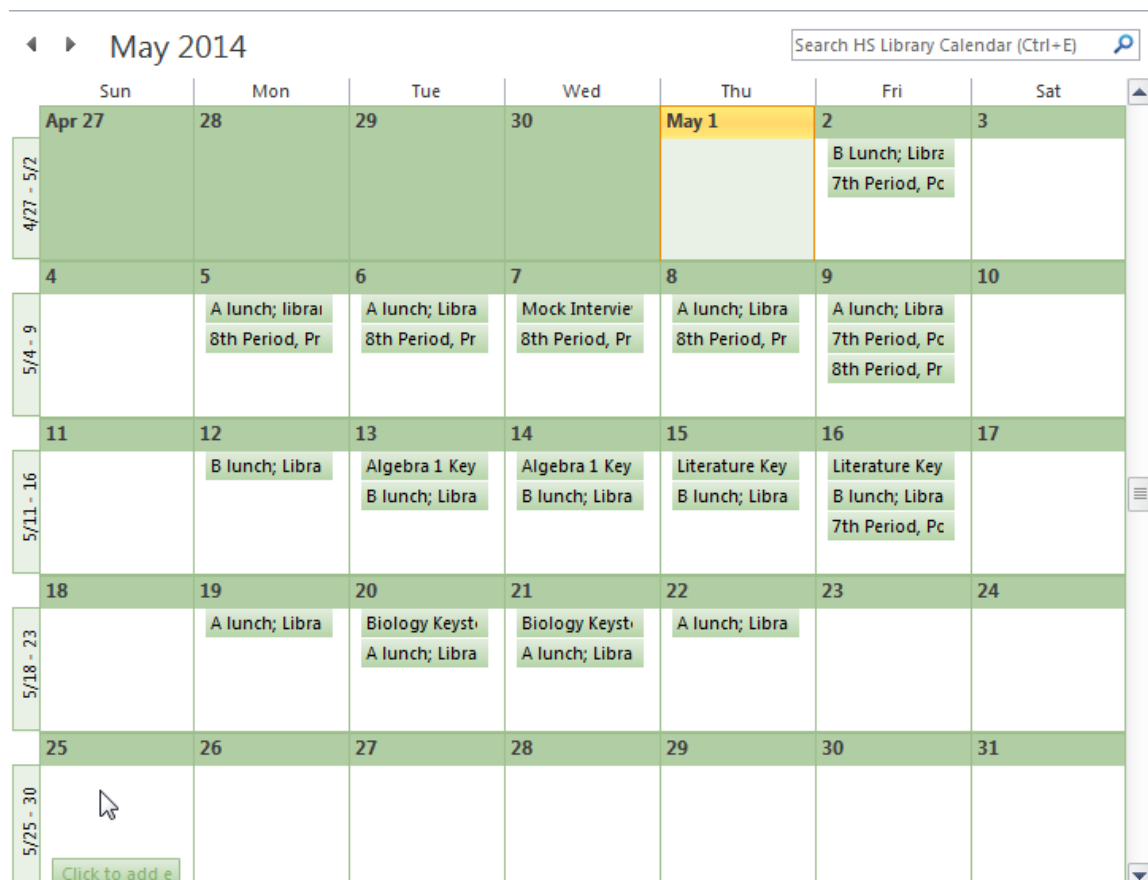
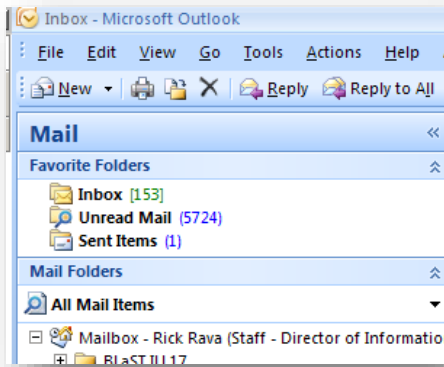


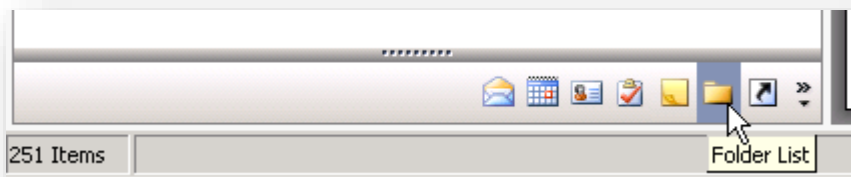
Figure 1 - Sample of the HS Library Calendar

How Do I View the Availability?

Start up MS Outlook on your PC.



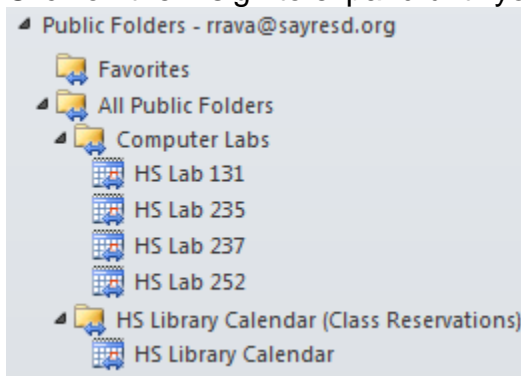
Click on your Folder Shortcut (lower right-hand side of your screen):



Now you will see the following:



Click on the + sign to expand until you see the following:



To see the availability of a specific resource room, just **single-click** on that HS Library Calendar

◀ ▶ May 2014 Search HS Library Calendar (Ctrl+E) 🔍

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4/27 - 5/2	Apr 27	28	29	30	May 1	2 B Lunch; Libra 7th Period, Pc	3
5/4 - 9	4	5 A lunch; libra 8th Period, Pr	6 A lunch; Libra 8th Period, Pr	7 Mock Intervie 8th Period, Pr	8 A lunch; Libra 8th Period, Pr	9 A lunch; Libra 7th Period, Pc 8th Period, Pr	10
5/11 - 16	11	12 B lunch; Libra	13 Algebra 1 Key B lunch; Libra	14 Algebra 1 Key B lunch; Libra	15 Literature Key B lunch; Libra	16 Literature Key B lunch; Libra 7th Period, Pc	17
5/18 - 23	18	19 A lunch; Libra	20 Biology Keyst A lunch; Libra	21 Biology Keyst A lunch; Libra	22 A lunch; Libra	23	24
5/25 - 30	25 Click to add e	26	27	28	29	30	31