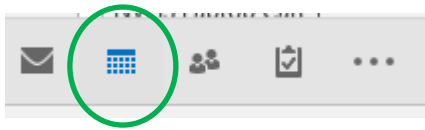
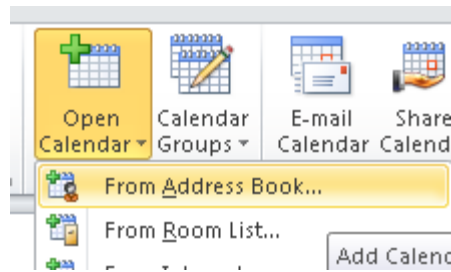


How to check out the school wide computer labs and laptop carts

1) Open Outlook, and click on Calendar (bottom left hand corner)



2) From the top menu, click "Open Calendar/From Address Book . . ."




3) Type "NVHS" in the search bar and find "NVHS Lab 221", and double click, then find all the other labs & carts and double click.

Then "click OK" (this is a onetime deal that will add the labs to your Outlook calendars)

4) Select a calendar to see the cart's (or room's) availability. If it's open on the day you want to use it, choose "New Meeting with All" at the top of the page in the Ribbon. **IMPORTANT: Make sure that only the one cart or lab is showing in the "To:" box!**

5) Fill in the subject line with *your name, the class periods, and your room number* on that day for which you need the cart. Check that just that cart or lab is in the "To:" field. Change time if needed.

 You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

To...	<input type="checkbox"/> NVHS Lab 221 - 32	
Subject	DKQuesenberry - 1,2,4 - RM E102	
Location	NVHS Lab 221 - 32	
Start time	Thu 10/12/2017 8:00 AM	<input type="checkbox"/> All day event
End time	Thu 10/12/2017 8:30 AM	

6. Final step: Check out the key and seating chart binder with Perla Gonzalez in the Career Center. All carts will be delivered to you during Grit. Please return all carts to the Career Center by 4:00 p.m on the last day you will use it and plug it in. Return the binder as well.

Special Notes:

- **Make a separate reservation for each day you want to use the lab.**
- **Remember:** We all share the labs, so please plan accordingly. Please do not book a lab for any periods or dates you are not going to actually be using it. If you need to cancel a reservation, just email me the info and I will remove it from the calendar. Recommended reservations are for a week or less. **If you end up needing a lab at the last minute, and it's open, please still be sure to put in a reservation to avoid double booking a lab with another teacher.**

Happy Computing! (Thank you Bryan Grant for your help with this guide!)