


## Scheduling Computer Labs in Rooms 2009 and 2048

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1. At the top of the sharing invitation emails, click **Open this Calendar** – 
2. Check the shared calendars for openings
3. Sign up for individual blocks by
  - a. double clicking on a date with an opening for the block you want to schedule
  - b. selecting **All day event** –  All day event
  - c. entering info in the **Subject** line using a **block number – Last Name** format as displayed in the example below:

TUE	WED	THURSDAY	FRIDAY
2	3	4	5
1 - Needle	1-Kraj	1 - Brown, M.	2 - Turner
2 - Needle	3 -Kraj	2- Brown, M	3 - Turner
4 - Needle	4 -Kraj	4- Brown, M	4 - Turner

4. Click **Save & Close** – 

Save &  
Close

Hint: If you view the calendar by the month it will automatically set the event for **all day** and you just need to enter **block number – Last Name**

Please promptly remove any dates that you schedule and later decide you will not use, in order to allow other teachers the greatest possible access to the labs.