

## Scheduling the Computer Labs

- Go to Microsoft Outlook (where you get your e-mail). Double-click on Public Folders at the bottom of your inbox screen. If you do not see Public Folders, click on the three blue dots at the bottom of the screen, then click on Folders. You should now see Public Folders at the bottom of the list. Double-click on Public Folders. (You cannot sign up for a lab over the internet.)
- Double-click on All Public Folders.
- Double-click on Woodland HS.
- Double-click on Computer Labs.
- Click once on WHS Center Lab, East Lab or D Lab.
- Go to the icons at the top of the page and choose Month.
- Click once in the box containing the date you want.
- Type your last name and the periods you want directly into the box. (Example: Knight 4,6) Please do not schedule in the time slot boxes as your appointment may not be easily seen by others.
- If you see a small arrow in the corner of the date box, it means there are more appointments to see. Click on the arrow to view.

Please see Corinne in the library if you need any help with this process.