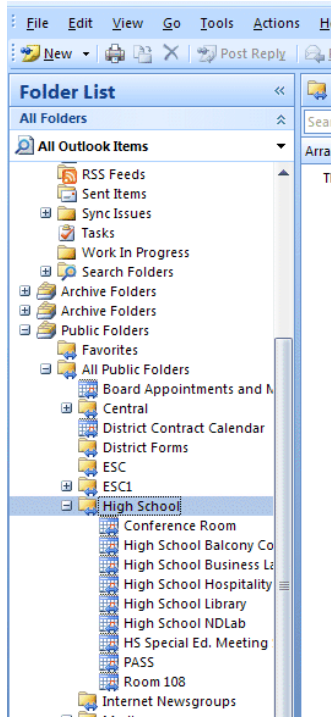


PUBLIC FOLDERS – WHEN IS THAT ROOM AVAILABLE?

You can see when the library, non-dedicated computer lab, conference rooms, or hospitality room are scheduled for use by viewing their public calendars.

First you'll need to find your Folder List. The easiest way is to open the "Go..." menu and pick "Folder List".

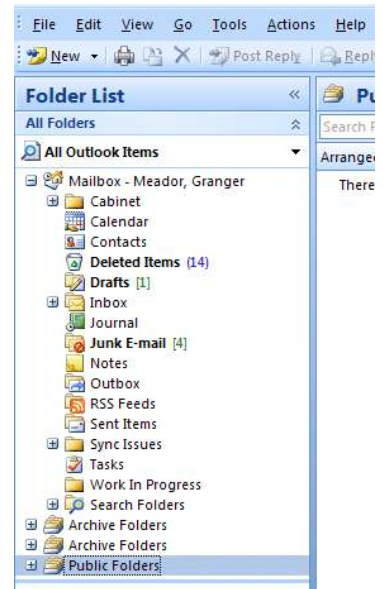


At the very bottom of the list are "Public Folders". Double-click to open them up.

Then open "All Public Folders".

Then open "High School".

Now you can pick the calendar you wish to view.



While you can view when a room is booked in these public folders, you cannot book the room yourself. Different people schedule the rooms and maintain these calendars. Kim Lashbrook schedules the library, Ricky Newkirk schedules the Hospitality Room, and Paula Amen schedules some of the other rooms. But with Outlook you can see if a room is already booked and plan accordingly when making your requests.

