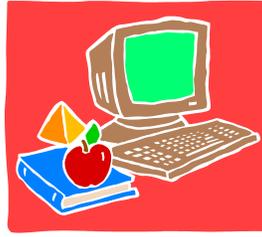


Using Media Center Calendar in Outlook



1. Go to Outlook
2. Click on View, then Folder List
3. Double click on Public Folders
4. Double click on All Public Folders
5. Double click on Chattahoochee
6. Double click on Media Center
7. Click on the day you would like to sign up
8. Right click on the time you would like to come (if available)
9. Click *New Appointment*
10. In the Subject box, Type in the teacher's name
11. Type in the desired start time and finish time
12. Leave the checkmark in the reminder field with a 15 minute alarm
13. Type in the remarks field the purpose of the visit
14. If you are scheduling a lesson, please put the desired Content Standard to be taught and some information about how you want the media standard correlated with your unit
15. Please sign up at least two days in advance for lessons
16. Please do not sign up more than a month in advance without talking to me first
17. Click *Save and Close*