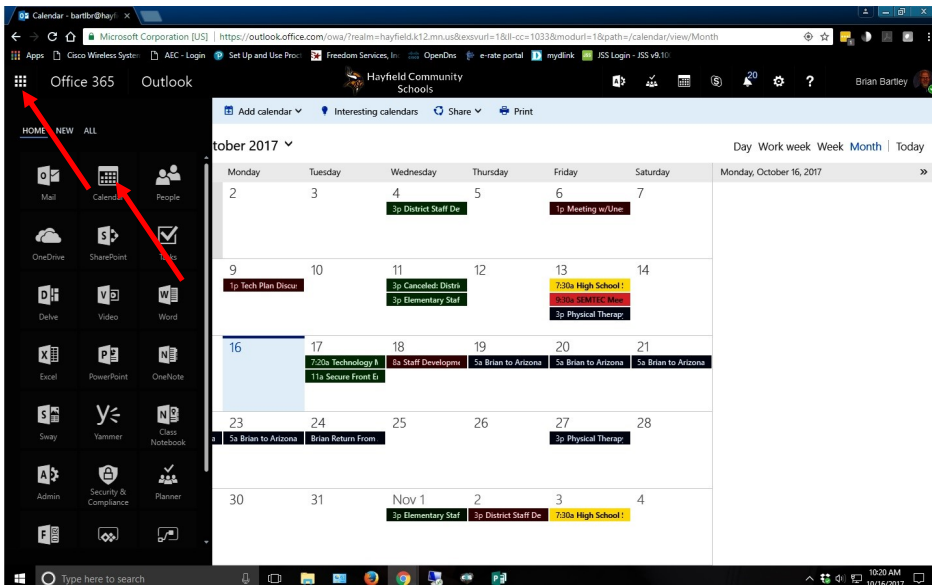
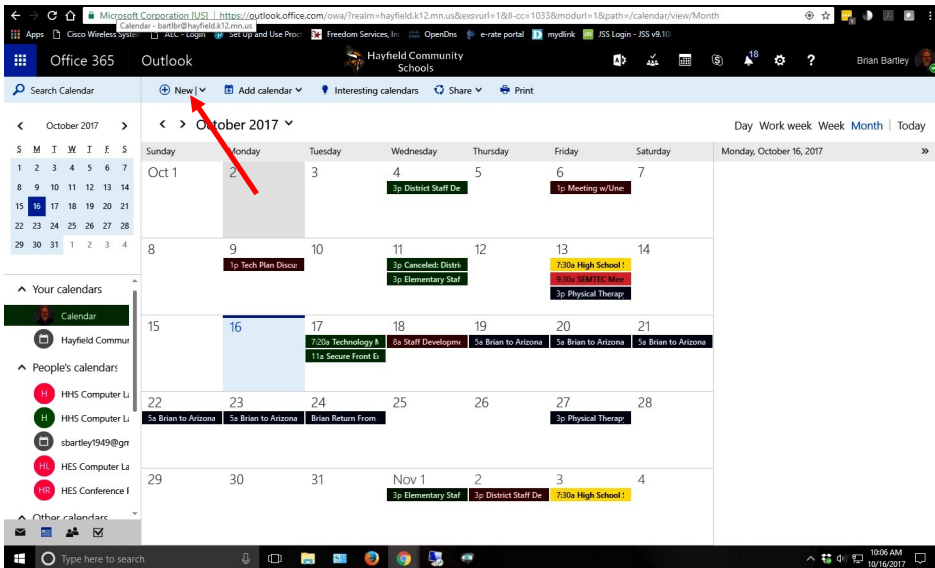


Steps to follow

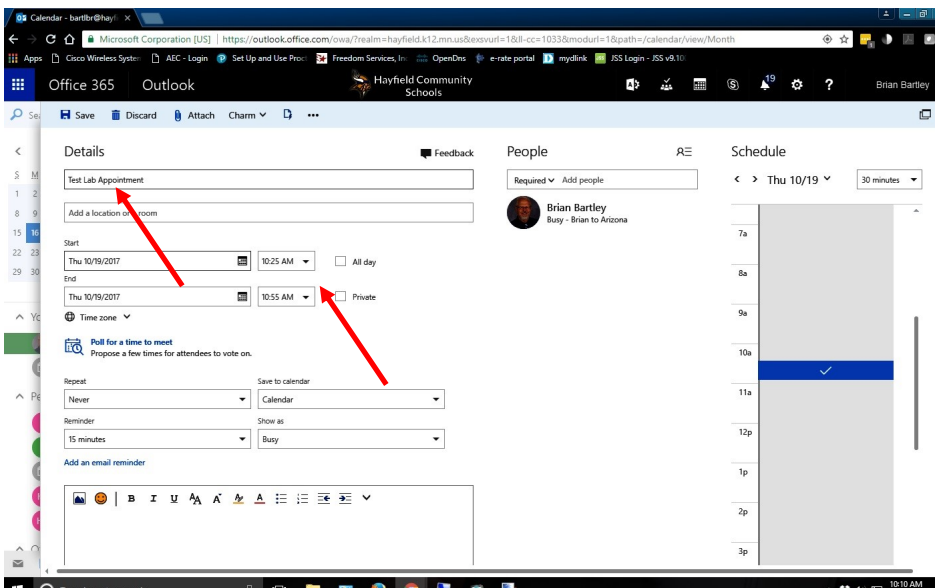
To schedule an appointment for ANY of the computer labs, or the elementary conference room.



Go to your Office 365 e-mail
Click the waffle
Click Calendar



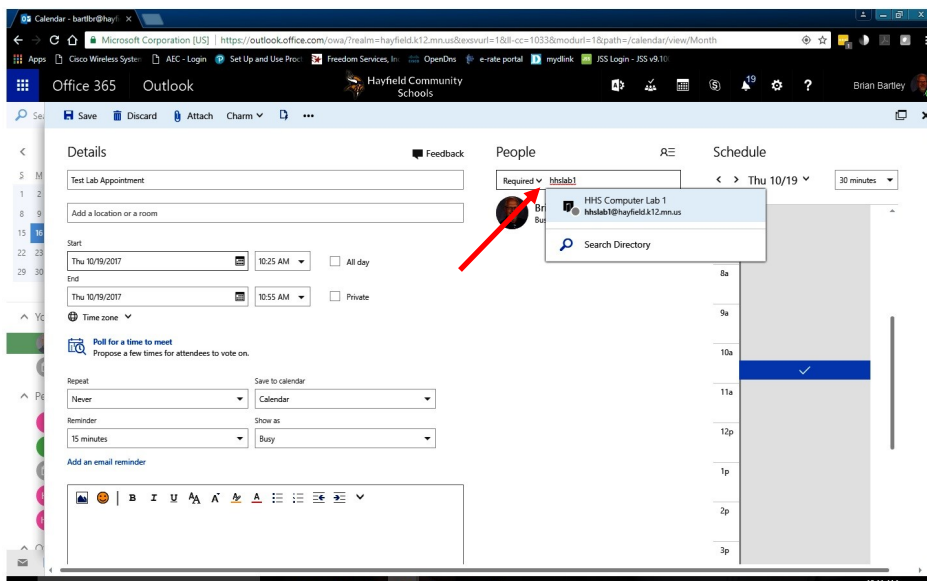
Click new to make a new
calendar entry



Add a title

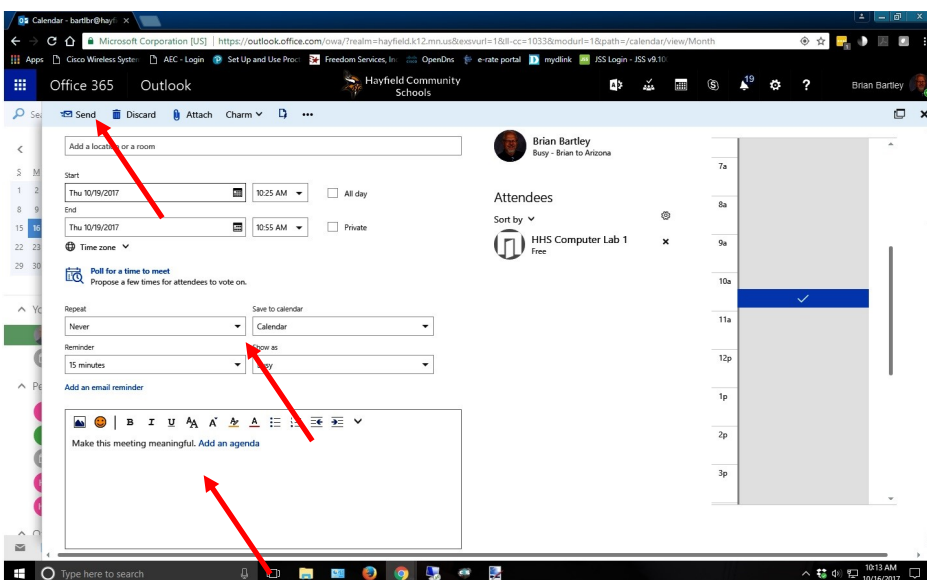
Add a title

Pick an **Exact** start and end
time (the system will not al-
low ANY overlap)



Under the "People" section, where it says "Add people", add the lab or conference room you want to reserve

HHSLab1@hayfield.k12.mn.us
 HHSLab2@hayfield.k12.mn.us
 HESLab@hayfield.k12.mn.us
 HESCnfRm@hayfield.k12.mn.us



Fill out any of the other fields that you might need
 Click Send

This will send a meeting request to the respective room, if there are no conflicts, you will receive an e-mail saying your appointment has been accepted and it will be added to both calendars, if there is a conflict you will receive an e-mail saying your request has been rejected.