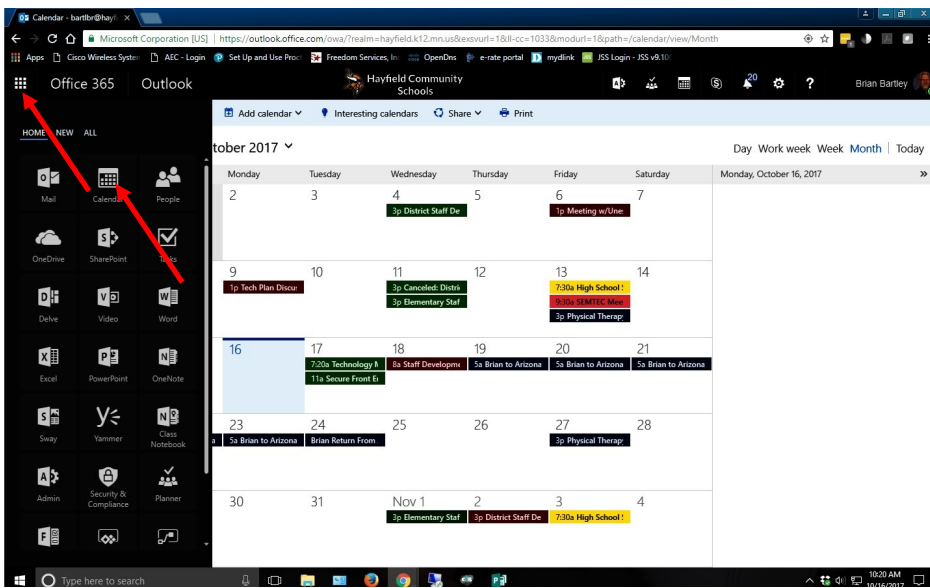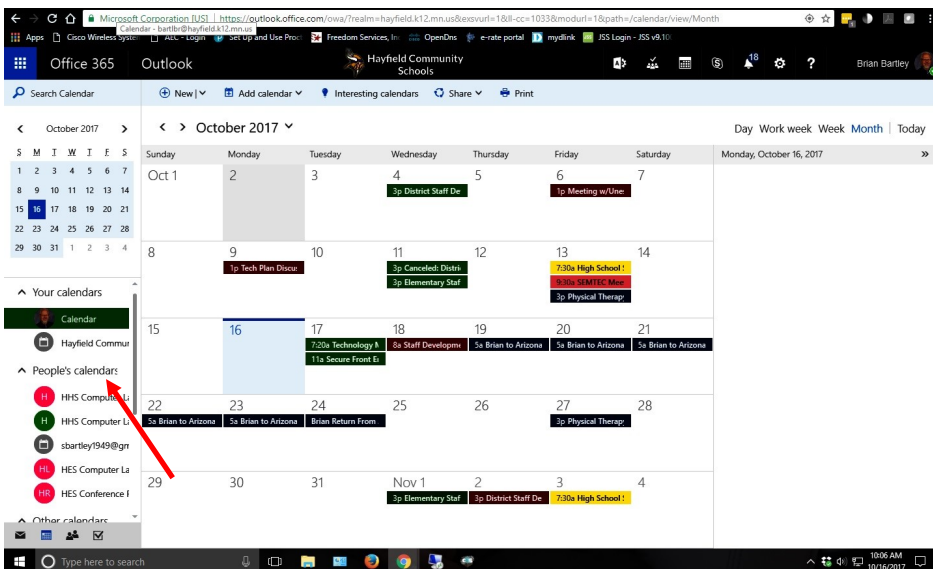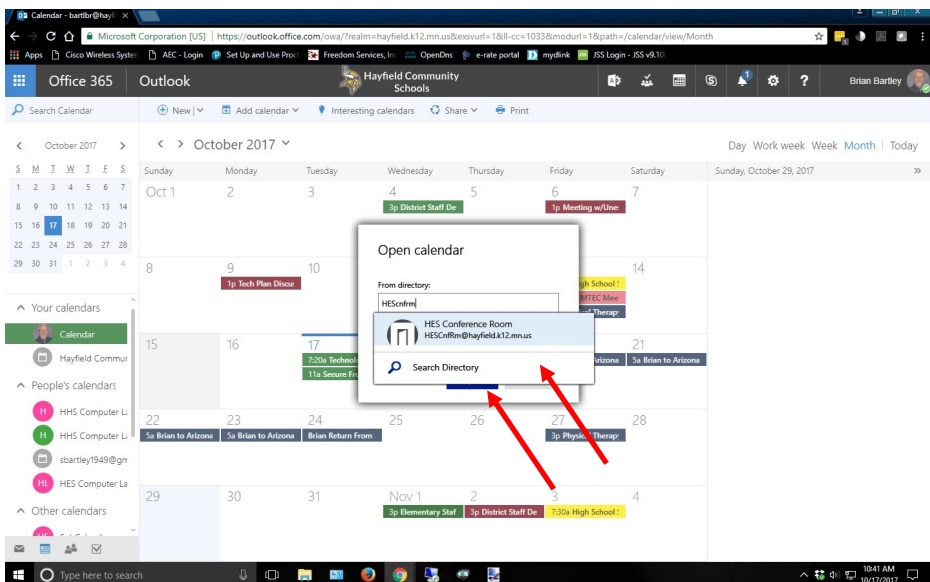# Steps to follow

To display the calendar for ANY/ALL of the computer labs, or the elementary conference room.

Go to your Office 365 e-mail

Click the waffle

Click Calendar

Scroll down to "People's Calendars", Right click then left click "Open Calendar"

In the From Directory box type the e-mail address of the room you for which would like to display the calendar.

HHSLab1@hayfield.k12.mn.us

HHSLab2@hayfield.k12.mn.us

HESLab@hayfield.k12.mn.us

HESLab@hayfield.k12.mn.us

HESCnfRm@hayfield.k12.mn.us

Then click Open
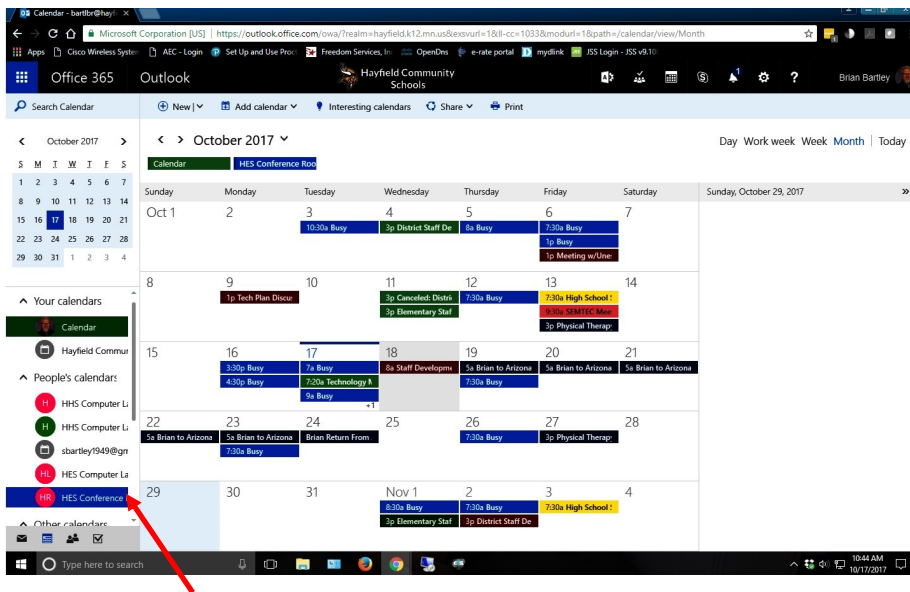
Scroll down to "People's Calendars" and click on the calendar that you would like to display. You can display as many calendars as you would like.
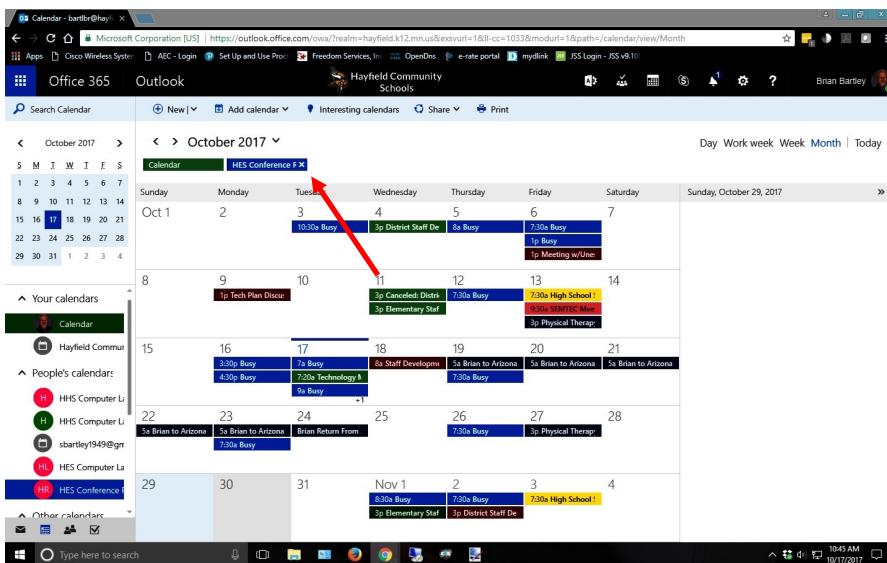
To turn off the display of a calendar, pause your mouse on the name of the calendar at the top of the screen, then left click the "X"