

Outlook GHS Lab Reservation Calendars

Open Outlook

Bottom Left open “folders”

Bottom left open “public folders” then “All public folders”

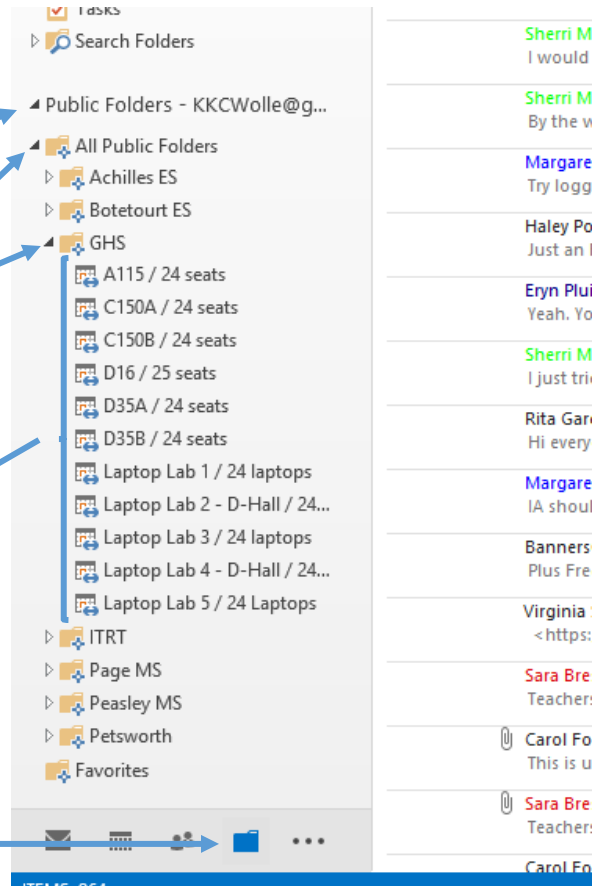
Click on the triangle next to GHS

Shows all labs

Click on the lab Calendar you want to explore

Click on the day and time you want to reserve

You are done



But!

Be aware of the issues if you start your reservation right at the end of another's

You cannot delete someone else's reservation, you can delete your own

You can overlap another reservation (I don't recommend it.)