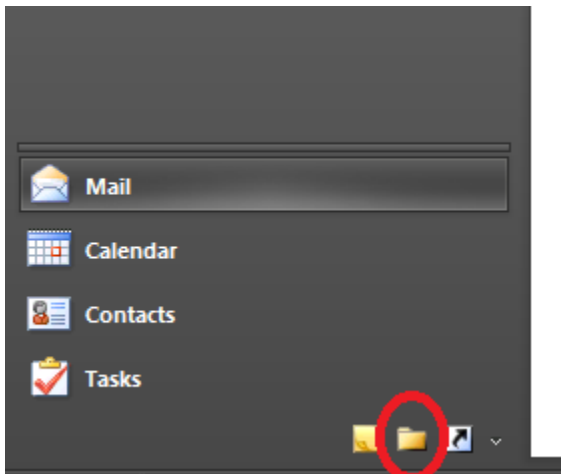


Scheduling a Mobile Lab

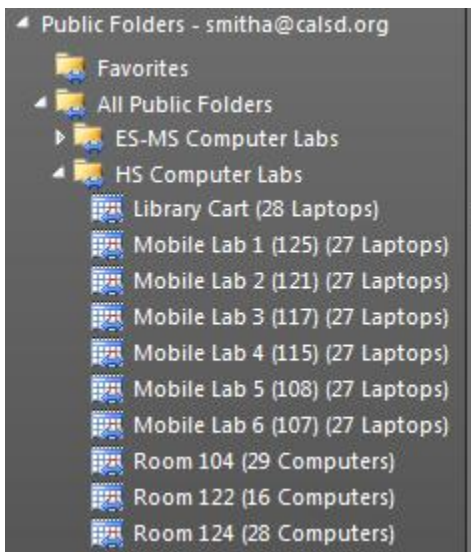
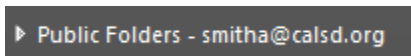
1. Open Outlook



2. Locate the Public Folders button in the lower left of your Outlook screen



3. Expand the public folders section that appears



4. Choose the mobile lab you would like to schedule and set up the date and times you will be using it on the calendar

	5	6	7
	11:30am 2:30pm LIGHTNER - 11:		
	12	13	14