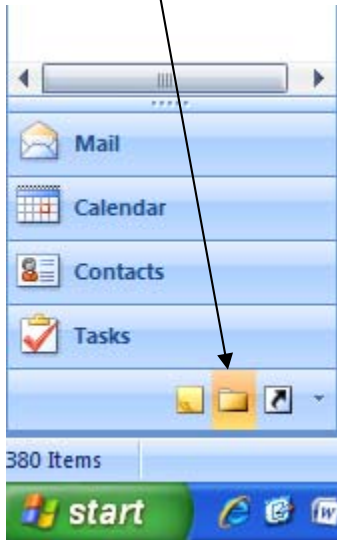
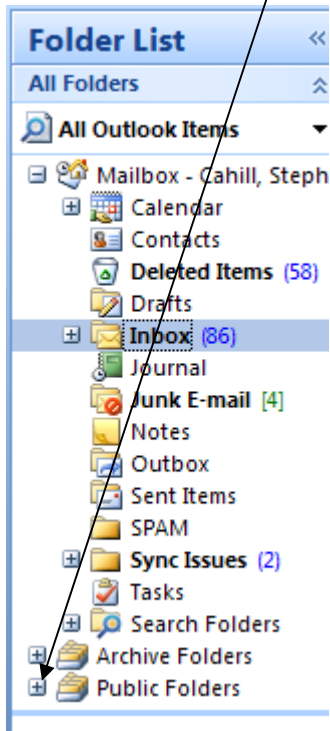


Procedure for signing out Mobile Carts in MS Outlook

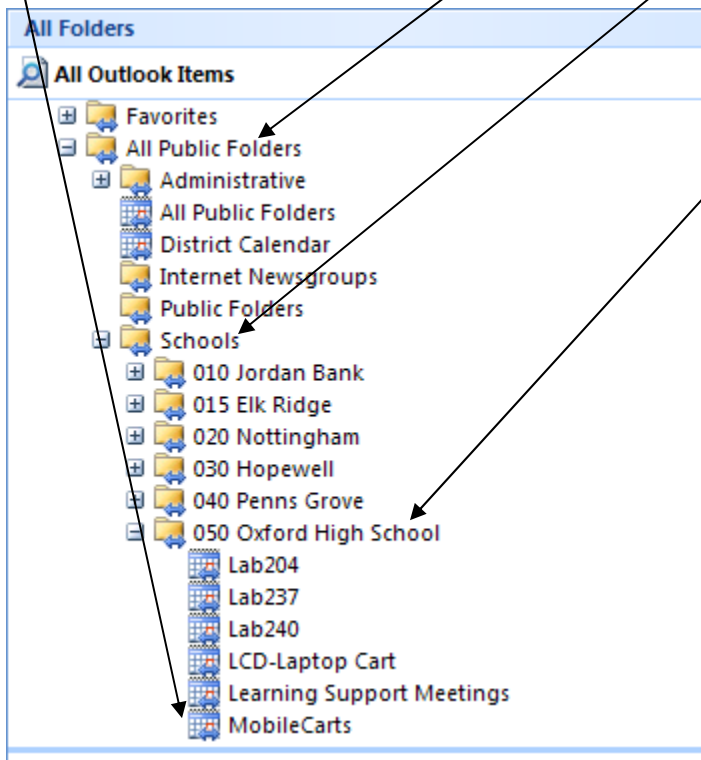
1. Open the folders icon located on the bottom left side of you outlook screen.



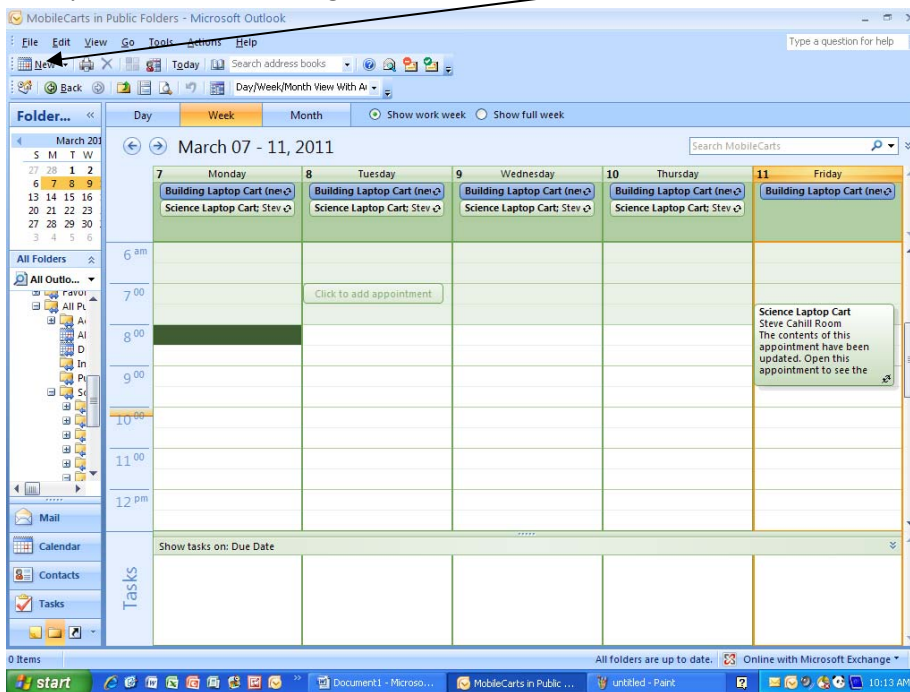
2. Open the Public Folders



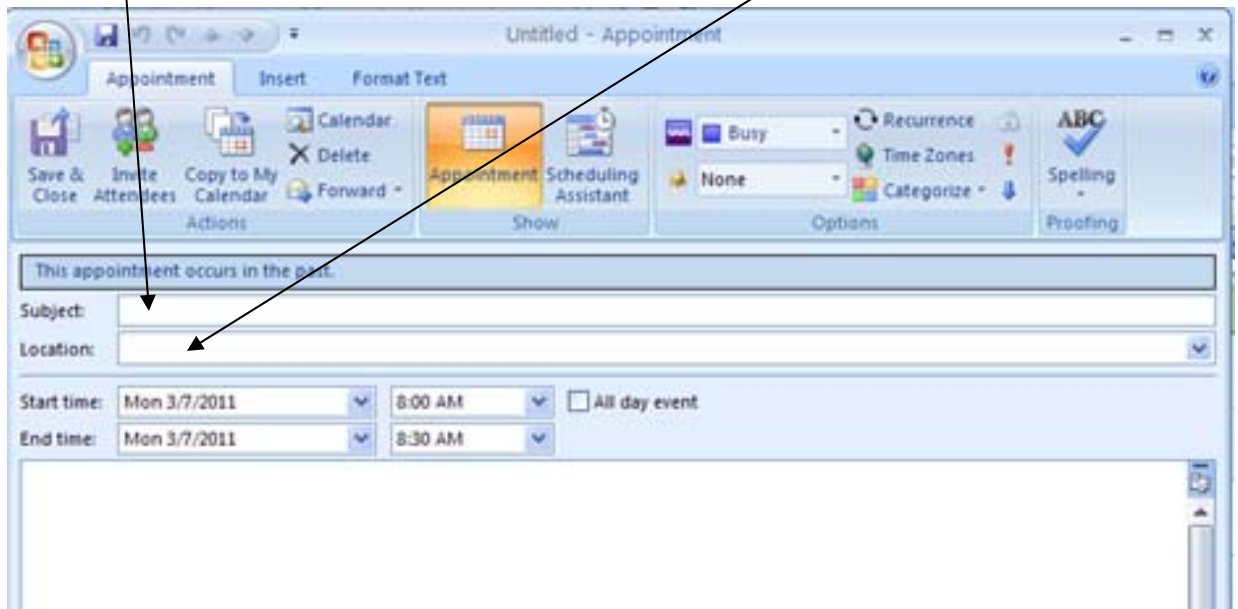
3. Then open the following folders “All Public Folders”; “Schools”; “050 Oxford High School”; “Mobile Carts”



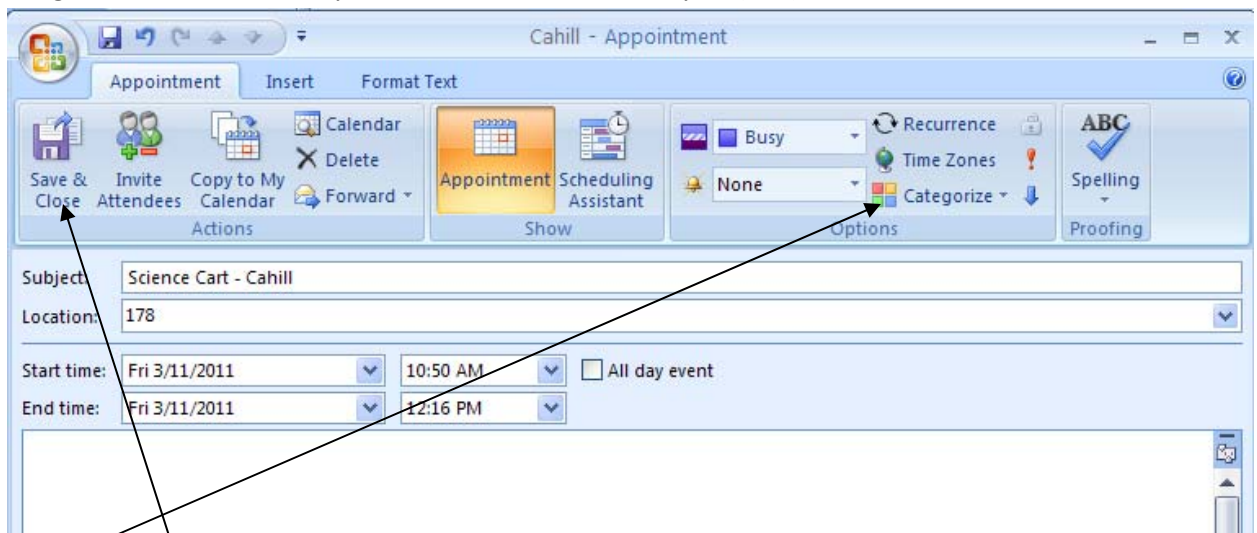
4. Then you will see something like this: Select NEW



5. In the Subject area type in the name of the cart and your name; in the location put the room number you plan on using the cart.



6. Select the dates and time to reflect when (what periods) you will be using the cart. So I plan on using the Science cart for my double 5-6 on 3/11/11 in my lab(178)



7. Categorize the Science Laptop Cart as "RED" and the Building Laptop Cart as "BLUE"
8. Then click save and close
9. Then you should see this:

