

Reserving a Lab

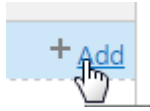
1. Go to “<https://oly16.sharepoint.com/sites/ohslabs>”
2. If prompted, login with your Olympia email address
<firstname>.<lastname>@olympia.org and your Olympia email password.
3. If you are not prompted to login, you should find your account name to the right. Click on it.
4. If prompted to choose between work/school account and personal account, choose work/school.
5. Login with your Olympia email password.
6. On the next screen, click [Continue to Master Calendar...](#)
7. Select the desired Lab or Cart from Calendars in View Field on the left. Notice that you may reserve the Media Center lab with the computers OR the Media Center space (no computers)



8. Select the day from the Calendar you would like to reserve by clicking on the number in the calendar grid:



9. Select the start time slot for your reservation, then select Add from the far right:



10. Fill in only these required fields on form - they are marked with a *:

- a. **Title** = Name of Teacher or Class
- b. **Start Time** = Specific Start Time
- c. **End Time** = Specific End Time
- d. **Description** = Number of Seats Needed

In general, please reserve no more than half a block at a time.

11. Save Reservation