


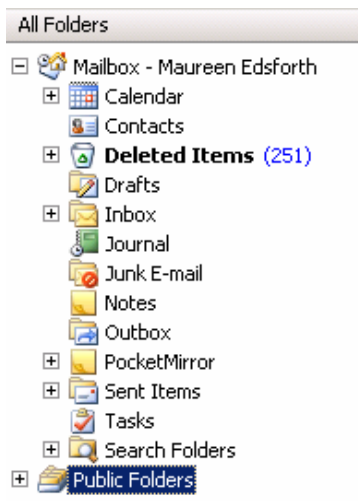
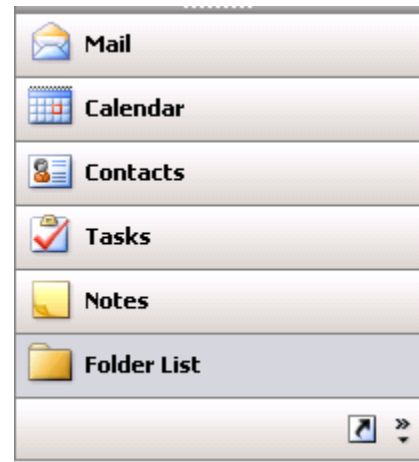
## USING PUBLIC FOLDERS TO RESERVE A MULTI-MEDIA CART

**From School:** Open Outlook and then follow the directions below.

**From Home:** Go to the Internet, <http://www.greenwichcsd.org/technology/index.htm>, click on “Work from Home”, login, and then follow the directions below.

### Step One: Finding the Calendar in Outlook.

1. Open Outlook.
2. To view the Folder List:
  - a. Outlook 2003 – In the bottom-left section of the window, click on “Folder List”. (If “Folder List” is not shown, click , then click on “Show more buttons”. The Folder list should appear.)

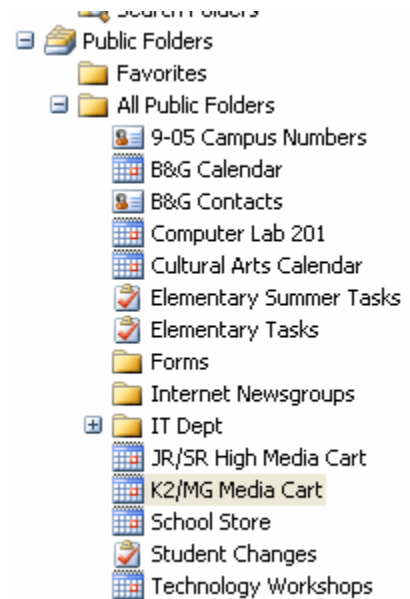


3. In the Folder List scroll down to Public Folders (it's at the bottom)


4. Click the “+” next to Public Folders. This will expand this section.



5. Click the “+” next to “All Public Folders”.
6. Scroll down, if needed, to find the cart you need: K2, MG or JR/SR High Media Cart.
7. Click once on the calendar you need. The calendar will open.



### Step Two: Using the Calendar

1. In the toolbar at the top of the screen, click on  Day
2. Notice two items in this window: a monthly calendar and daily schedule-type calendar. (In the monthly calendar there might be **dates in bold** type. These indicate that someone has reserved the cart for some time during that day.)
3. Click once on the day that you’d like to use the cart. That day’s schedule will open on the right.
4. Double-click on the approximate time that you need the cart.
5. In the new window, type your name and periods you need the cart in the “Subject” field and your room number in the “Location” field.
6. Click “Save and Close”.
7. Your information should now be included in the calendar.