For those of you who need to schedule the computer lab for testing, here are the instructions on viewing the lab calendar.

Open the calendar. On the keyboard, press **Ctrl** > **6** to show the folder list or select folders at the bottom of the calendar window. The folders will then appear on the left side of the calendar window (see below)



Select the chevron symbol next to **Public Folders** and then select the chevron next to **All Public Folders** to reveal the list of all schools.

Scroll down to **Lake Technical Center** and select the chevron next to Lake Tech to reveal our calendars.



When you choose the **Public Calendar** you will see the schedule.

Yellow = Computer Lab