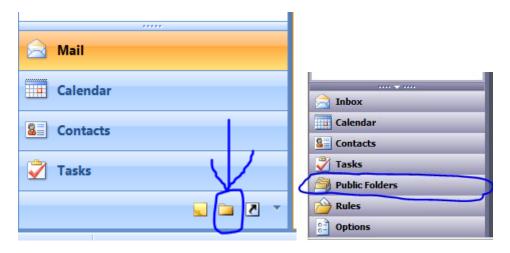
To reserve time in the Distance Learning Lab:

1. Check the available times.

Do this by going to the Public Folders and finding the Distance Learning Lab calendar. Start by opening Outlook or the Web-based email system (I used Internet Explorer for the images). Then find on the bottom left and click one of the following links:

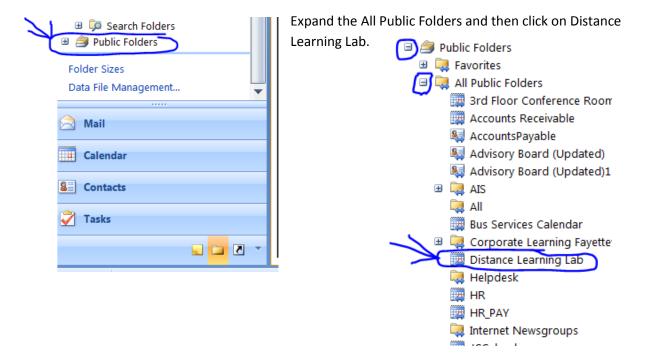


Outlook Icon - Folder List

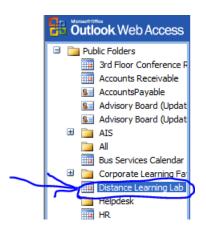
Web-based Link

IF YOU ARE USING OUTLOOK

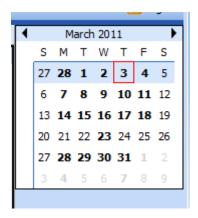
You will want to 'expand' the Public Folders folder (you may need to scroll down to find the folder) by clicking on the little Plus-Box just to the left of the title.



IF YOU ARE USING THE WEB-BASED EMAIL



When clicking Public Folders you will get a new window with different departmental calendars. Ours is Distance Learning Lab. You can select the day you are interested by using the calendar on the right hand side.



2. Email Lucas Paxton at lpaxton@nwacc.edu. Please include your name, what class you are hosting, and the date and time you would like to reserve.

Thank you!