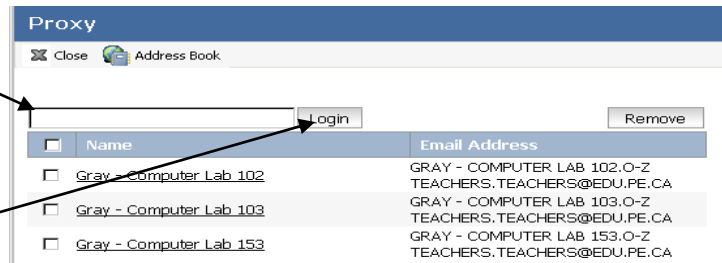
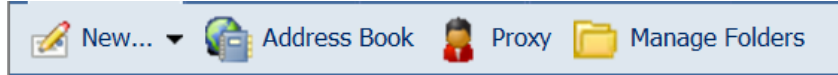


To Add Computer Labs to Your Proxy List in GroupWise 8

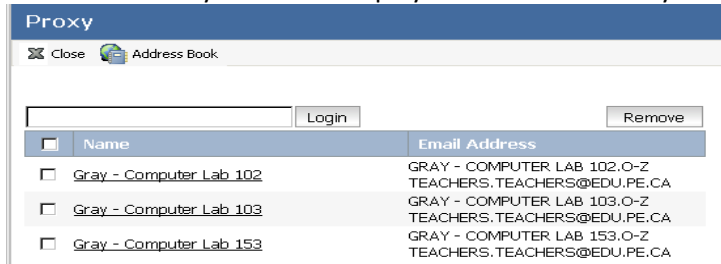
1. Click on the Proxy Button.
2. In the **Log On** box begin to key **Gray – Computer Lab 102**. As you key this information, it will display the remainder of the address.



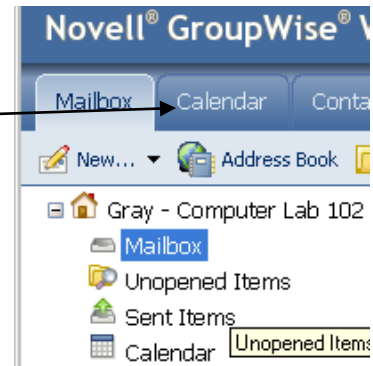
3. Click on **Log In**.
 - a. This will log you into the account for that lab **and** add that lab to the Proxy list.
4. Repeat for each of the four computer labs.

To Book Computer Labs in GroupWise8

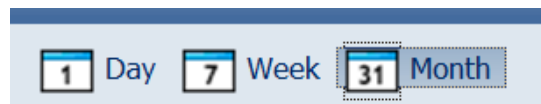
1. Click on the Proxy button to display the list of labs that you added to the Proxy list.



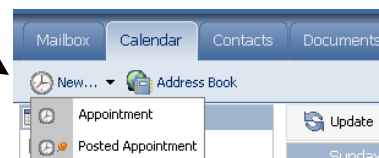
2. Select the lab you wish to book by double clicking. This will open up the account for this lab
3. Click on Calendar.



4. The calendar can be viewed by Day, Week or Month.



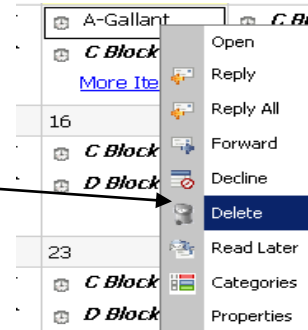
5. Check to make sure the lab is not booked for the block and time you wish to reserve
6. If the lab is available, in the **Calendar** view, click on **New Appointment**.



- Select Date you want to book.
- If booking **Labs 102, 103, or 153** enter in the **Subject Line: Block A, B, C or D** and your **last name**. (Example: B Smith) and then click **Send**.

To Delete a Lab Booking:

- Right-click** on the appointment in the Calendar and select **delete**.



The daily classes are below:

	Block A	Block B	Block C	Block D
Lab 153	CMP801	ITC401		CMP521
Lab 102				
Lab 103				ITC401

- If you are a teacher in the regular A, B, C, D timetable, you will have to determine whether it is a straight or flip day before booking to set the time properly but it is more important to identify the **BLOCK** needed.
- If you are requiring a biweekly, or weekly time, please send Sandra an email with the following information:
 - Block needed
 - Teacher's name
 - Course taught

These will be scheduled for you.

Booking labs for curricular outcome purposes is the priority. Please remember these shared spaces are for ALL teachers access.

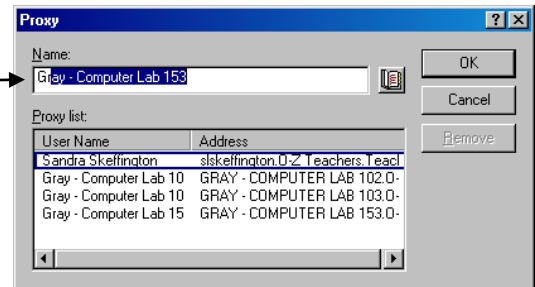
Remember to delete any time booked as soon as you know.

Remember your fellow colleagues need access too

Booking labs for substitute days is not a good idea and should be not considered unless absolutely necessary for curriculum.

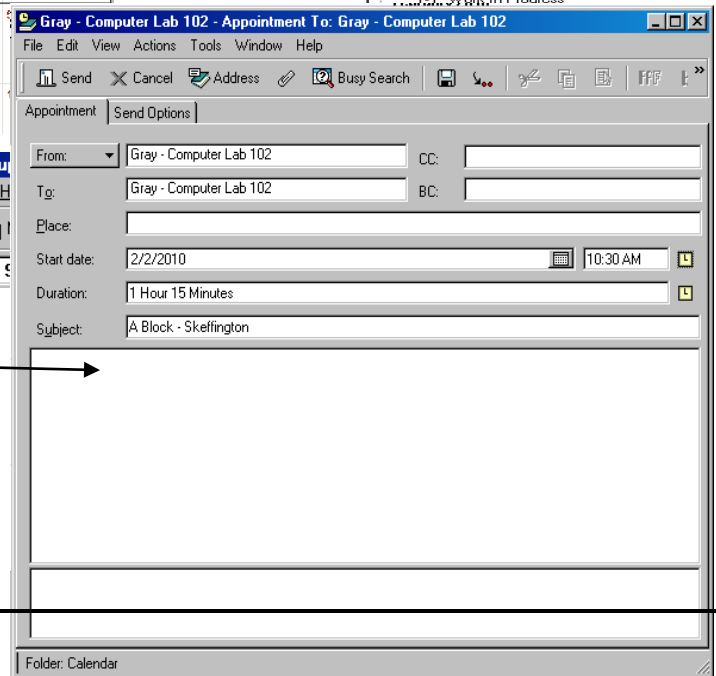
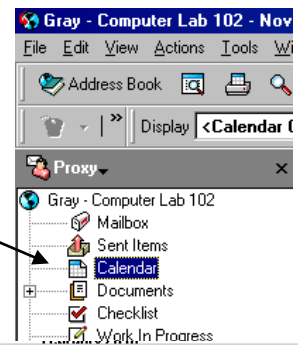
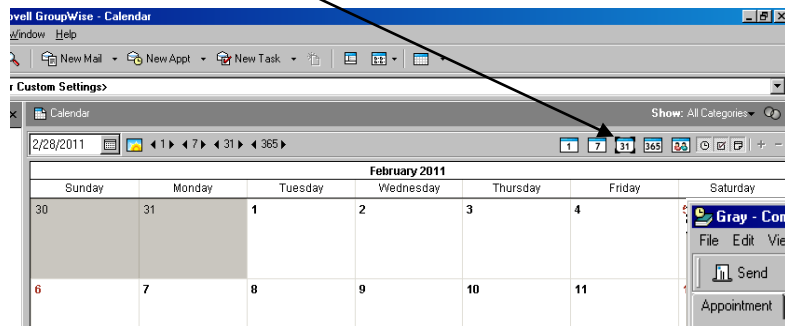
To Add Computer Labs to Your Proxy List in GroupWise Client 6.5

1. Click File, Proxy
2. In the Name Box type Gray-Computer 102
3. Click OK, this will add the account to your proxy list.
4. Repeat steps for Gray-Computer 103 and Gray-Computer 153



To Book Computer Labs in GroupWise Client 6.5

1. Click File, Proxy
2. Double click the Lab you wish to book. This opens the account for that lab.
3. Click Calendar on right to open features
4. Use the monthly view to see if the lab is booked.



5. Select New Appt
6. Fill in the **subject line** with **Block A, B, C, or D** and **your last name**

7. Make sure the Start date is set correctly and determine the time (not really important for use but required to send the appointment)
8. Hit **Send**

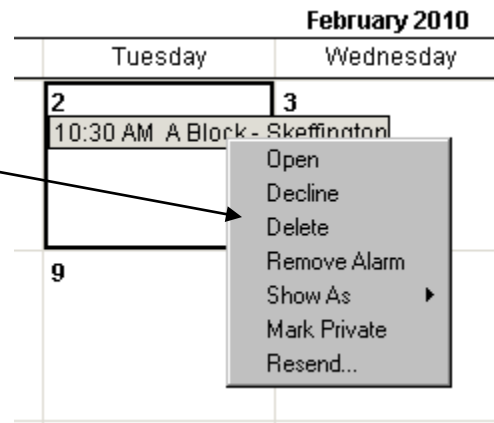
Shortcut:

You can also right click your mouse when you have the date you wanted selected. This opens a selection box where you can choose **New**, then **Appointment**. The same appointment box appears.

To Delete a Lab Booking:

1. **Right-click** on the appointment in the Calendar and select **delete**
2. A box pops up, you can click **OK** or you can add a Now Available comment before clicking **OK**.

Please be **VERY** careful **NOT** to delete someones lab time



Every Day Class times are below:

	Block A	Block B	Block C	Block D
Lab 153	CMP801	ITC401		CMP521
Lab 102				
Lab 103				ITC401

- ✚ If you are a teacher in the regular A, B, C, D timetable, you will have to determine whether it is a straight or flip day before booking to set the time properly but it is more important to identify the **BLOCK** needed.
- ✚ If you are requiring a biweekly, or weekly time, please send Sandra an email with the following information:
 - Block needed
 - Teacher's name
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These will be scheduled for you.

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