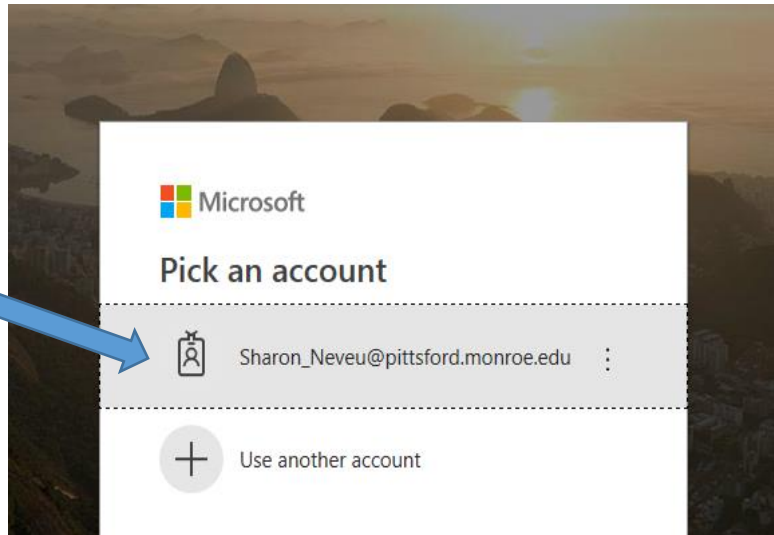


Office 365 Basics- Login

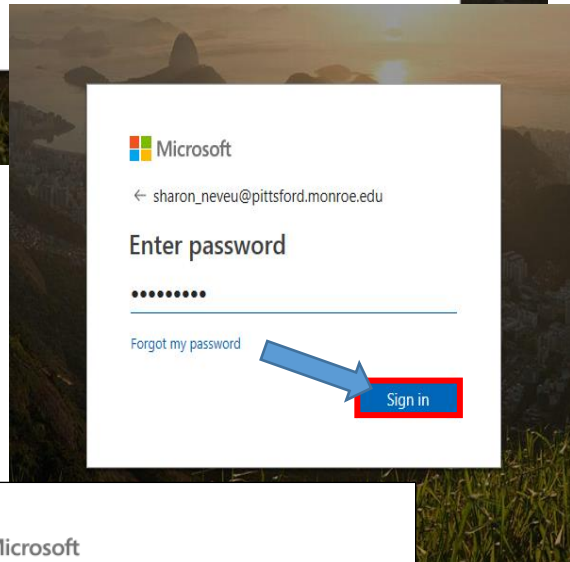
Link to [Computer Lab Calendar Signup](#)

Sign in using your email and network password (same password to login to school computers)

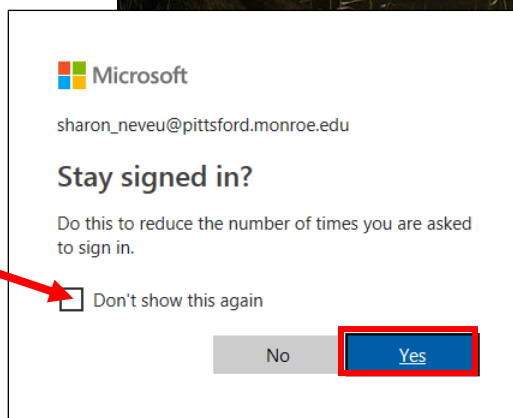
1. Click your account.



2. Enter password.
3. Click **Sign in**.



If Stay signed in? popup appears, you can click **Yes** and **check the box** Don't show this again.



Enter your name in the date/time slot you would like to reserve. Changes in Excel Online are saved automatically (you no longer need to save)

***NOTE: Use the slider to move through the columns or the small arrow or the small arrows to move one column at a time. There is a sheet for 1st Semester, another sheet for 2nd semester. Click the tab at the bottom to move between sheets. (Additional sheets)

The screenshot shows an Excel spreadsheet with the following structure:

Row	Time Slot	Day	Date	Reserver	Day	Date	Reserver	Day	Date	Reserver	Day	Date	Reserver	Day	Date	
1	FIRST SEMESTER 2017-2018	DEC														
2		F	12/1/17		S/S											
3		M	12/4/17	Hill (WL)	T	12/5/17	Hill (WL)	W	12/6/17	Shea (SS)	Th	12/7/17	Crittelli (WL-9)	F	12/8/17	Hannelin (Sci)
4	P1												Baroody-S (FL)			Shea (SS)
5	7:49-8:29															Parham
6	P2															Shea (SS)
7	8:33-9:13															Devlin (Sci)
8	P3															Menchel (SS)
9	9:17-9:57															Hannelin (Sci)
10	P4															Menchel (SS)
11	10:01-10:41															Petroske (WL)
12	P5															Parham
13	10:45-11:25															Parham (Sci)
14	P6															Shea (SS)
15	11:29-12:09															Shea (SS)
16	P7															Menchel (SS)
17	12:13-12:53															Menchel (SS)
18	P8															Menchel (SS)
19	12:57-1:37															Shea (SS)
20	P9															Parham
21	1:41-2:21															Baroody-S (FL)
22	P10															Hill (WL)
23	2:25-3:05															Hill (WL)
24	P11															Shea (SS)
25	3:05															Baroody-S (FL)
26	and beyond															Hill (WL)
27	Notes															Hill (WL)
28																Hill (WL)
29																Hill (WL)
30																Hill (WL)
31																Hill (WL)
32																Hill (WL)
33																Hill (WL)
34																Hill (WL)

World Language policy

Please note the established policy- World Language has priority to use the lab for speaking/recording software (Virtuoso/Soloist) and can displace other subject areas if they need to reserve the lab 5 days prior to the date.

Send a quick email if you reserved a time slot or changed your time/dates on the spreadsheet.

Sharon_neveu@pittsford.monroe.edu