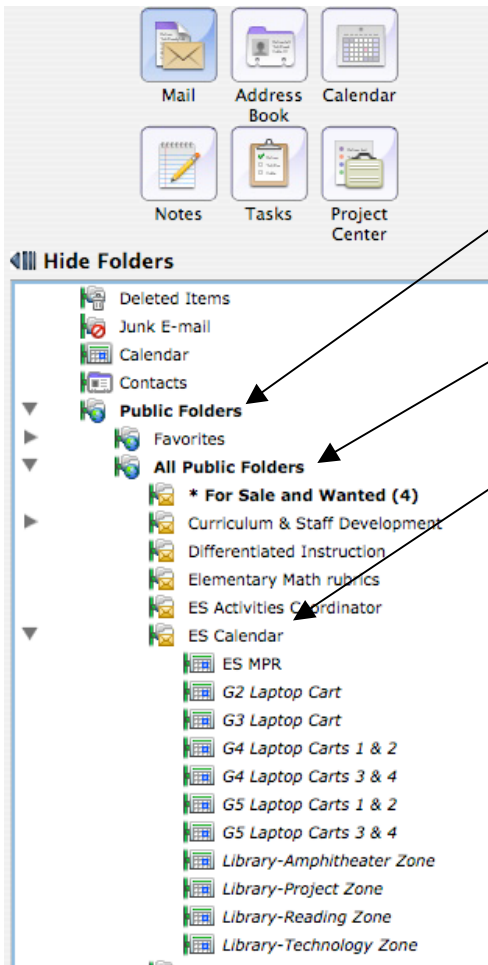


## Booking the Library Zones

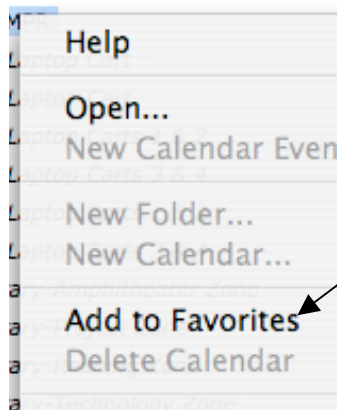


Step 1: Find the Library Calendars:

Scroll down on the sidebar (on the left where your mailboxes are) until you see "Public Folders,"

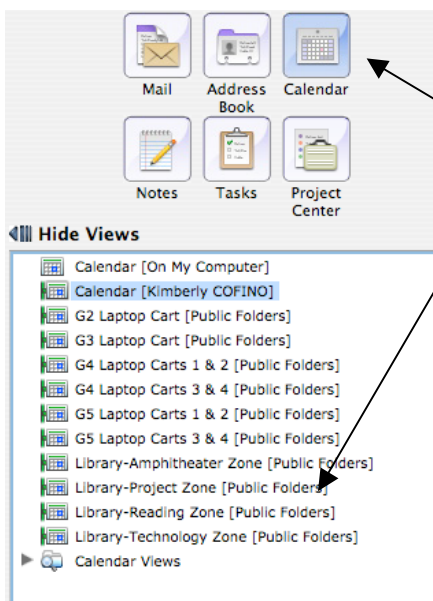
Click on the dropdown arrow to see "All Public Folders."

Find "ES Calendar" and click that dropdown arrow to see all ES Calendars.



Step 2: Choose which calendars you would like to add to your favorites:

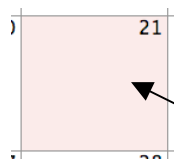
Right click on each calendar and click Add to Favorites. The Calendar name will then switch to Italics.



Step 3: Select the correct calendar for your booking:

Go to the Calendar tab in Entourage – now you will see your "favorite calendars" in the sidebar.

Click on the Library Zone you would like to book.



Step 4: Select the correct date for your booking:

Double click on the day you would like to book.

## Booking the Library Zones

The screenshot shows a booking dialog box with the following fields and options:

- Subject: Mr. Lam's Class
- Location: Project Zone
- Start: Tue, Aug 21, 2007, 7:30 AM
- End: Tue, Aug 21, 2007, 8:30 AM
- Duration: 1 hours
- Occurs: Once Only
- Reminder:  15 minutes
- Travel time:

The notes field contains the following text:

Research on snakes  
Kim and Carol,  
Can you please pull appropriate books and compile web resources for us?

Step 5: Complete the booking and invite resource specialists:

Fill in the Subject, Location, Start and End times.

Add notes to describe what you will be using the space for AND to describe what kind of help you may need with your class.

The image shows three buttons from the booking dialog box:

- Invite**: Located in the upper left hand corner of the Booking dialogue box.
- Send Now**: A button with a yellow envelope icon and a right-pointing arrow.
- Save**: A button with a floppy disk icon.

Below the 'Invite' button is a screenshot of the 'Invite' dialog box showing the 'To:' field with two email addresses:

- Carol CLARK <carolc@isb.ac.th>
- Kimberly COFINO <kimc@isb.ac.t...>

Step 6: Invite Resource Support Specialists:

If you will need assistance with your class from Khun Wan, Kim or Carol, please INVITE them to your booking by clicking on the Invite button in the upper left hand corner of the Booking dialogue box.

Click "Send Now" to send your invitation to everyone you've invited.

NOTE: If you do not require help for your class, just click "Save" to reserve your spot in the library.