



North Schuylkill Technology Department

Using Outlook Web Access to Reserve Laptop/iPad Carts

The following document will highlight how to reserve the Laptop/iPad Carts using Outlook Web Access. For a complete step-by-step video tutorial please visit the North Schuylkill Technology Department Tutorial Webpage at www.northschuylkill.net/techtutorials, booking the carts is covered in Module 3.

Log into your Outlook Web Access email

Go to New

- Choose Meeting Request

- Click on Scheduling Assistant

- Click Select Attendees

 - Show other address lists (upper left of page)

 - NS-Equipment

 - Double Click desired cart

 - OK

 - Check Availability on calendar on right

- Click Appointment

- Fill in Subject and Location (room number)

- Choose Date and Time

- Hit Send

Wait for email response to see if you may have the cart.

Scheduling the carts through Web Access will allow all departments to see where the carts are and when they are being utilized. If you have any questions please use the help desk.