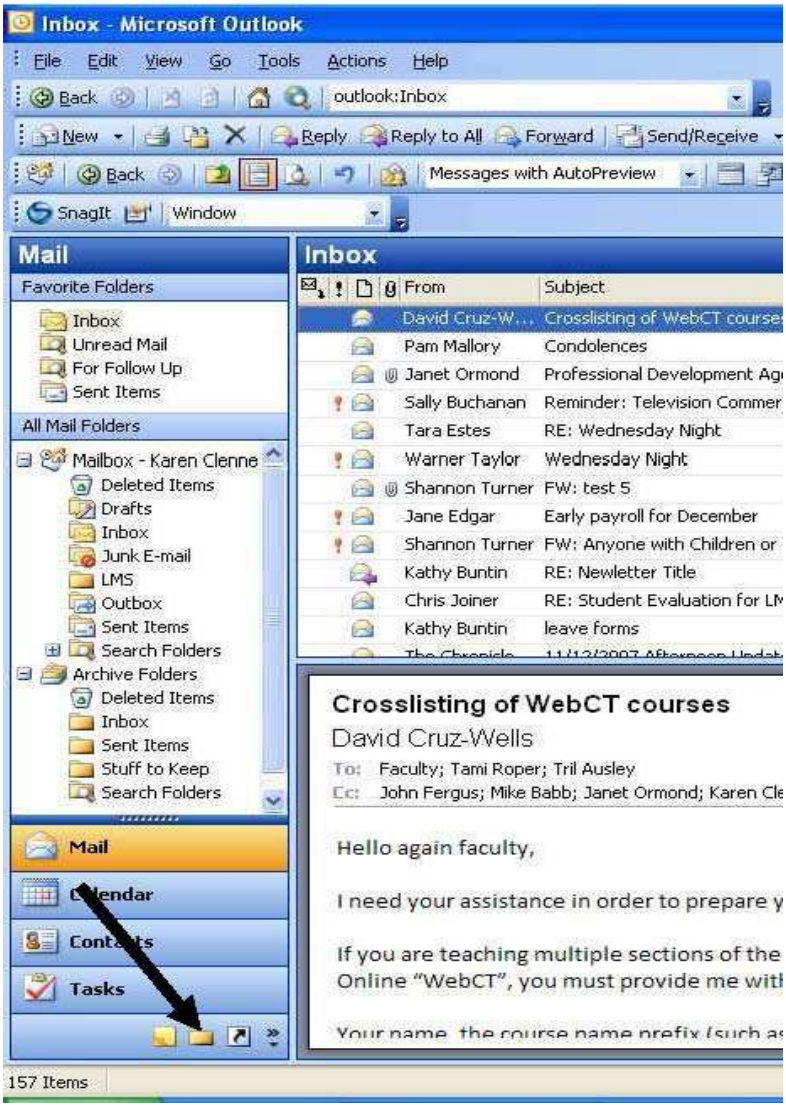
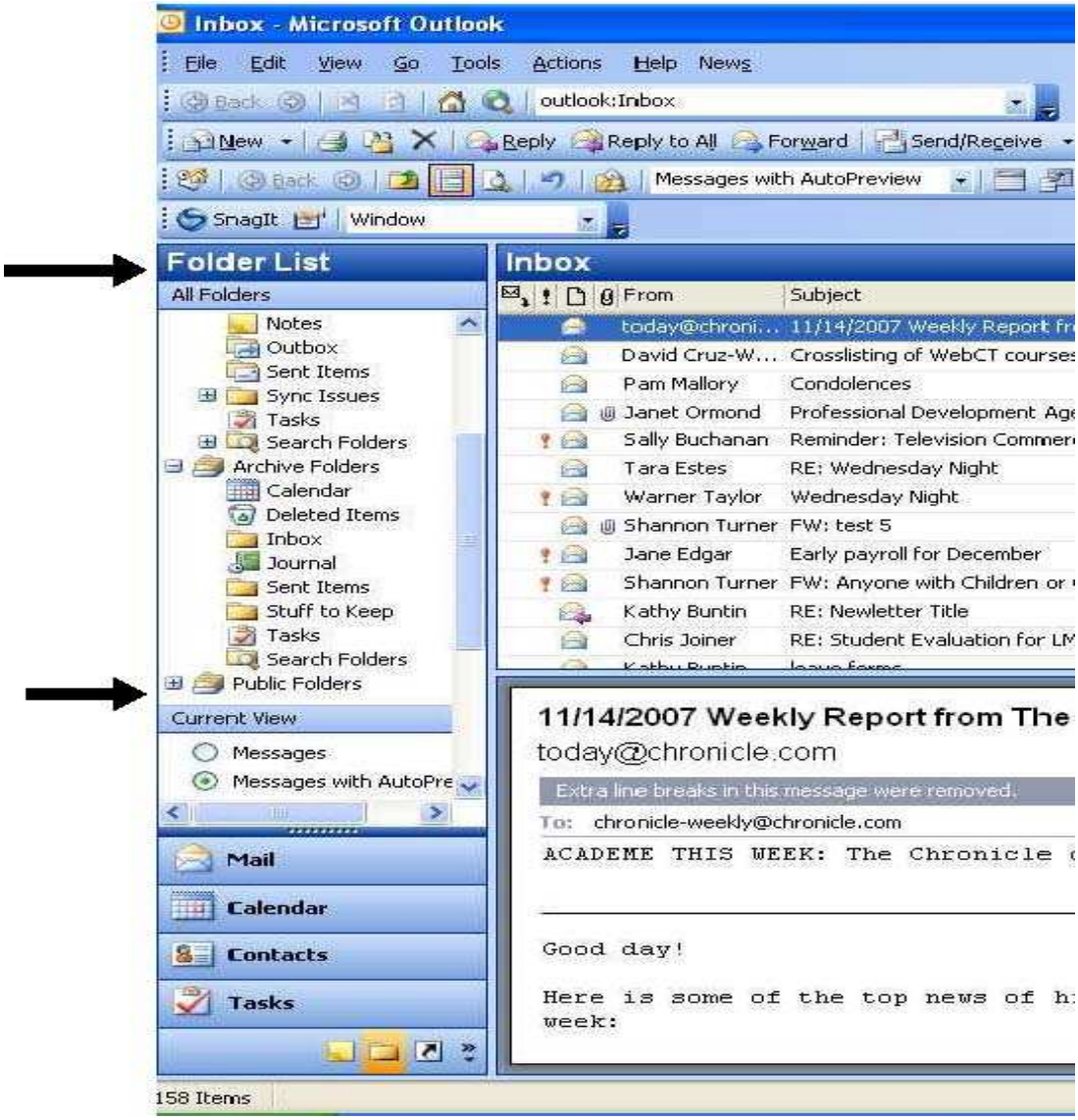
Using the "Computer Lab Calendar"

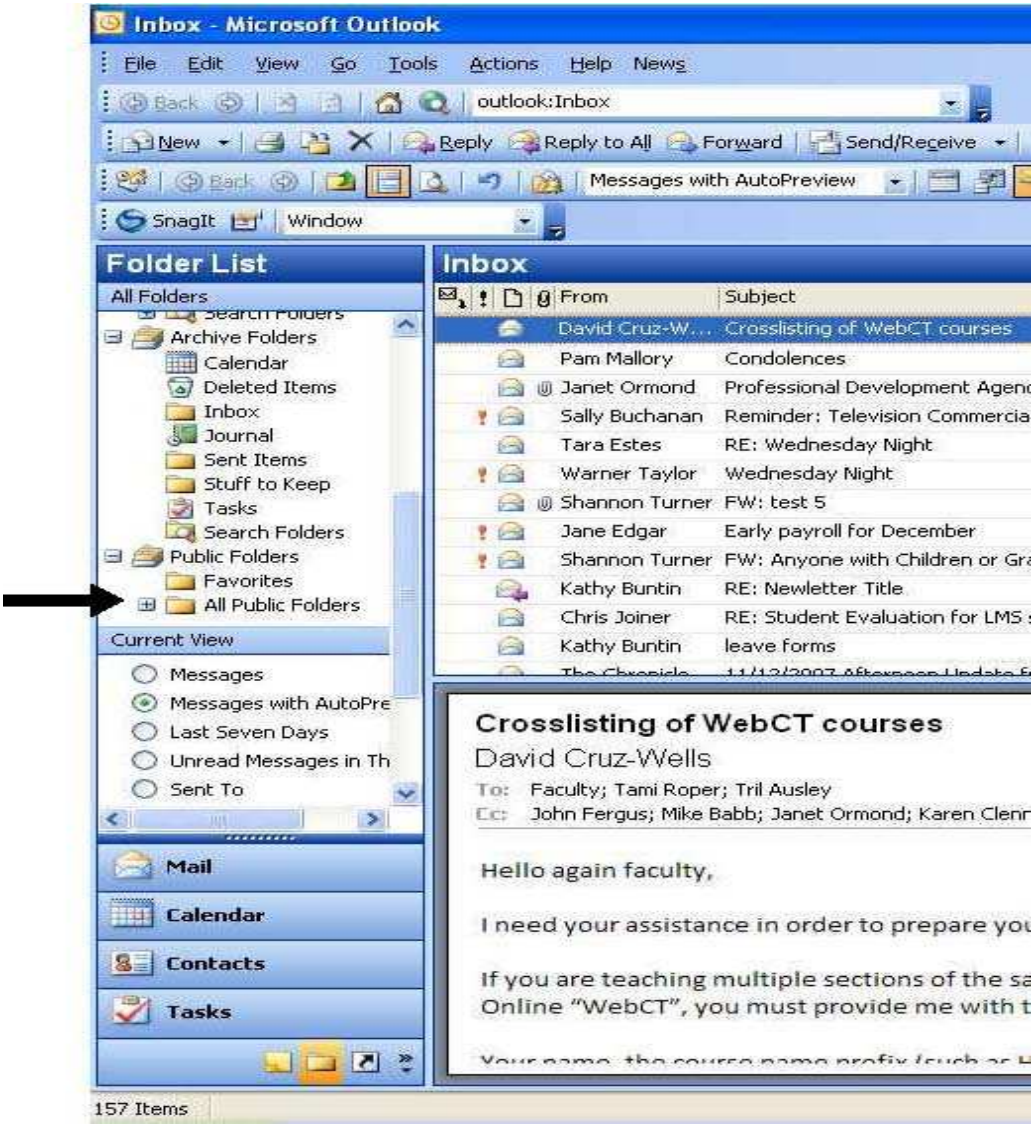
Step One: After opening the Outlook Express Window, you will go down to the left corner to the Folder Icon and click on it.



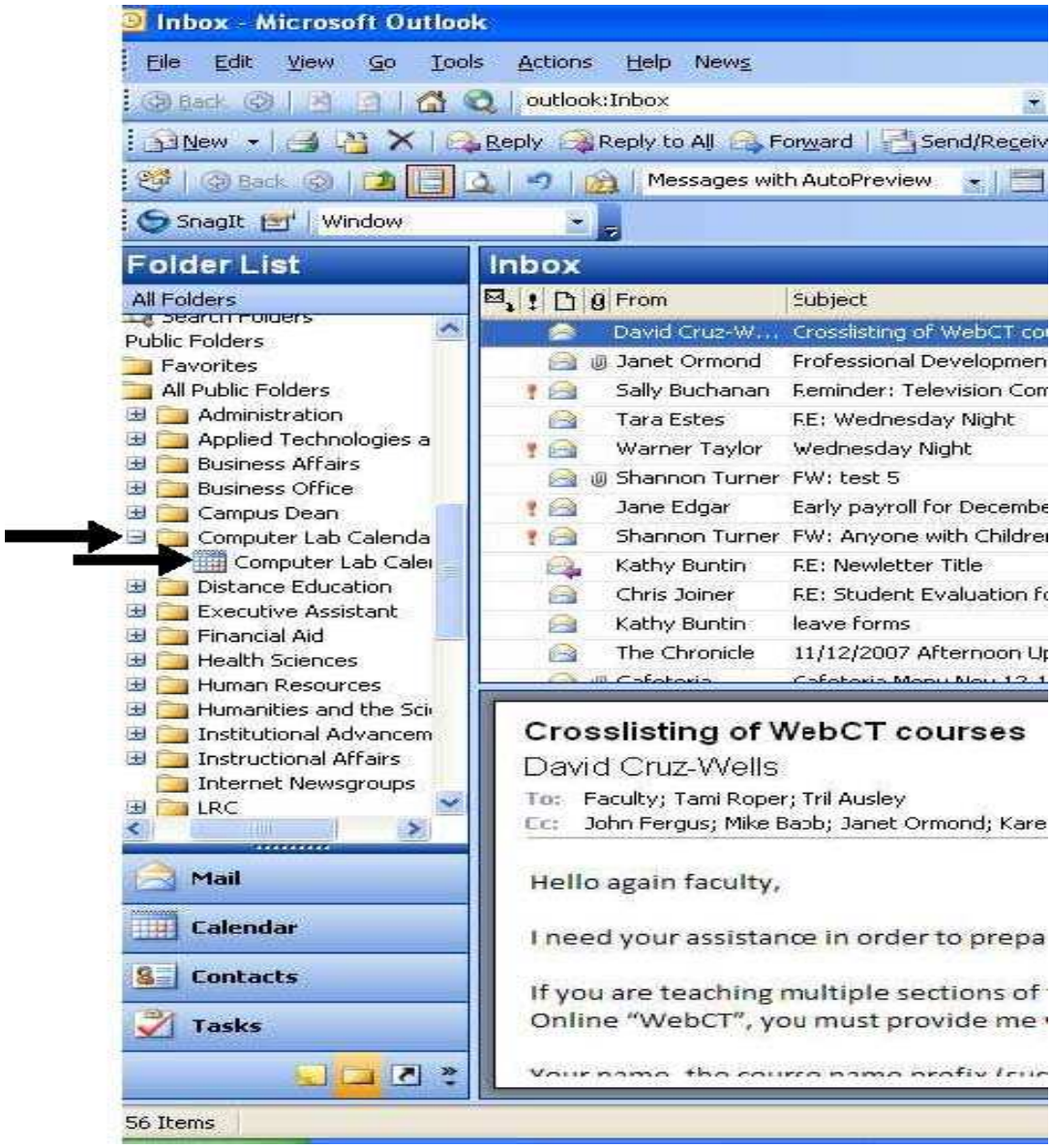
Step Two: In the window called Folder List, scroll down until you see the folder named "Public Folders." Click on the plus (+) sign beside the "Public Folders."



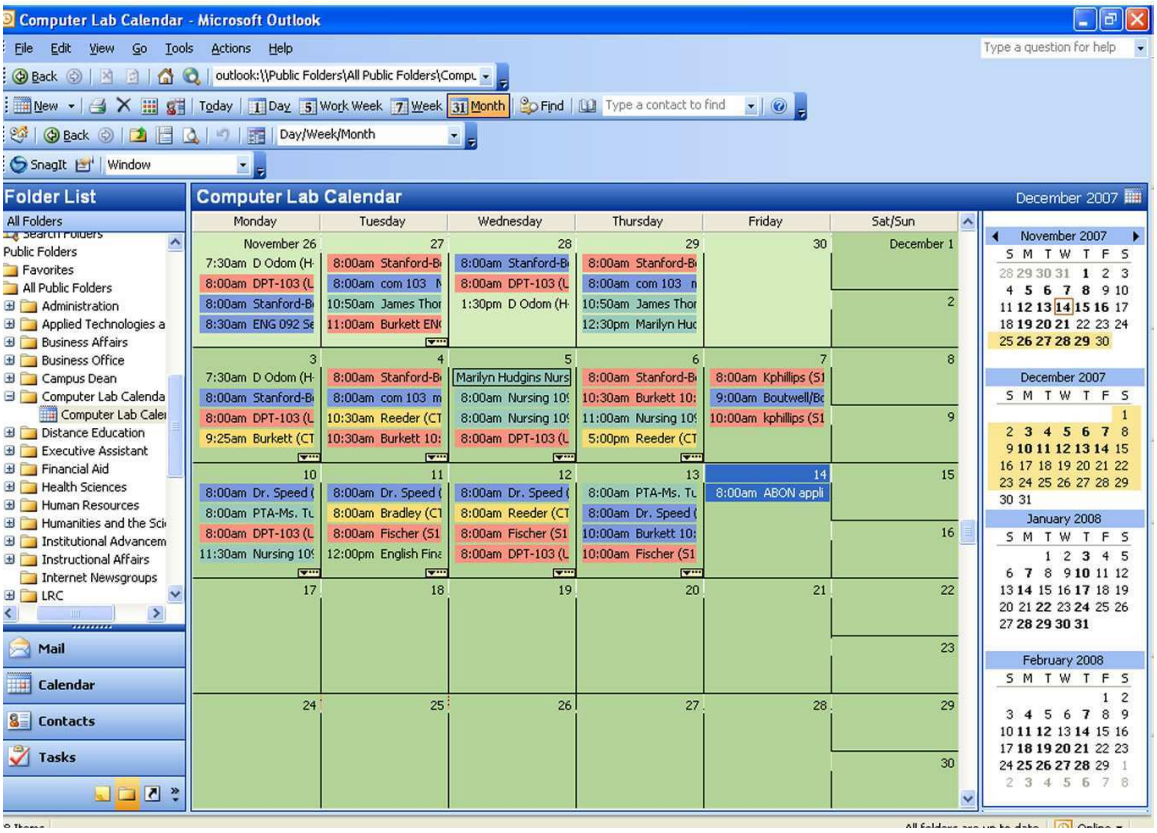
Step Three: When you click on the plus (+) sign by “Public Folders”, it will expand to show two more additional files. Choose the “All Public Folders” and click on the plus (+) sign to expand the files located in this file.



Step Four: Under the "All Public Folders", you will look for the folder that is called "Computer Lab Calendar." Click on the plus (+) sign beside it to see the calendar inside the folder.



Step Five: Double click on the Calendar under the "Computer Lab Calendar" file folder. This will open the calendar.



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