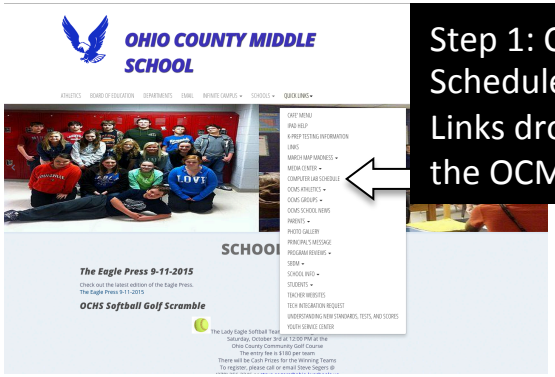
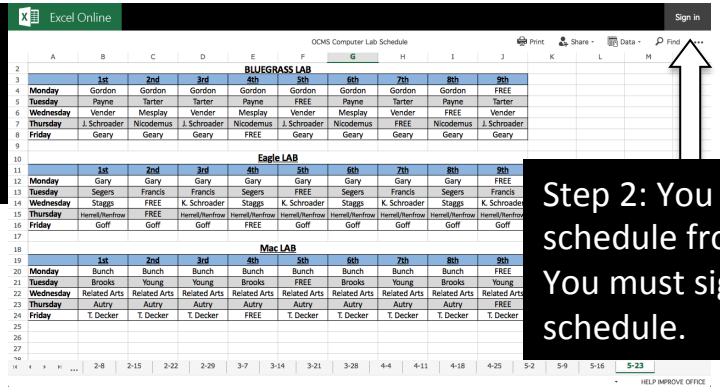
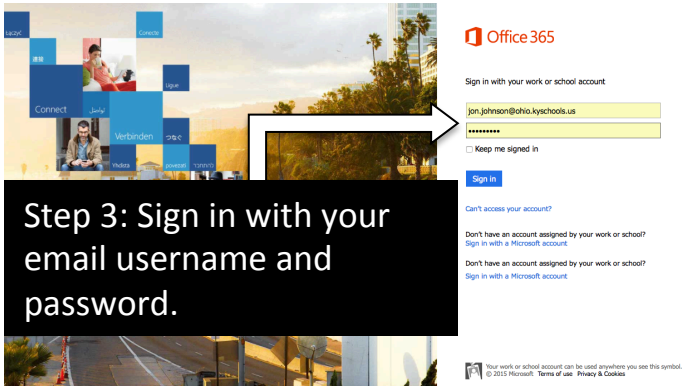
How to View/Edit the OCMS Computer Lab Schedule



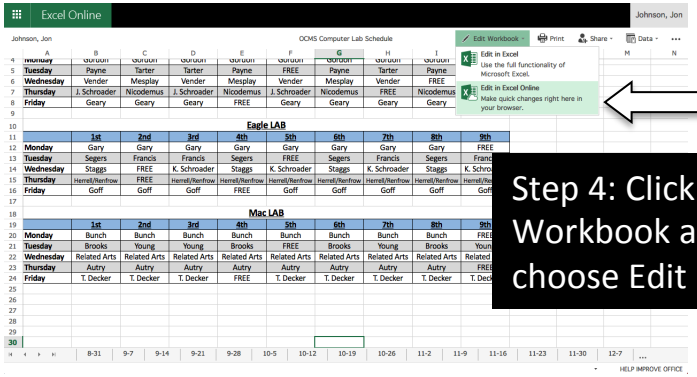
Step 1: Click Computer Lab Schedule from the Quick Links dropdown menu on the OCMS website.



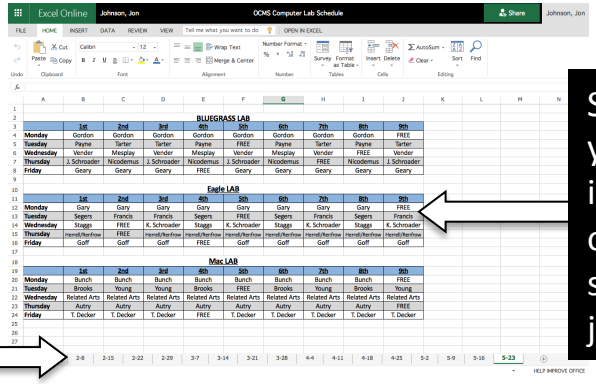
Step 2: You can view the schedule from this page. You must sign in to edit the schedule.



Step 3: Sign in with your email username and password.



Step 4: Click Edit Workbook and then choose Edit in Excel Online.



Step 5: Choose the week you want to view.

Step 6: Highlight the cell you want to edit and type in your change. Excel online saves automatically so you can now logout or just close the window.