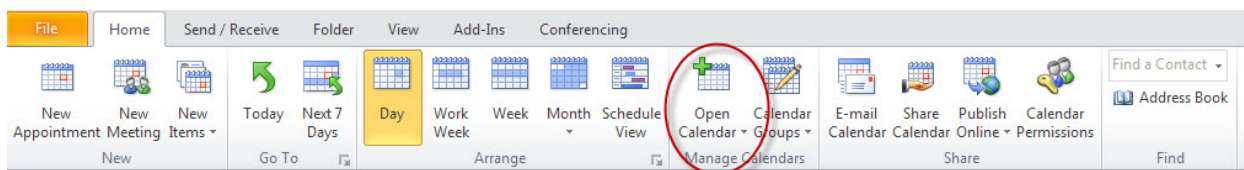


Book a Training Room in Outlook 2010

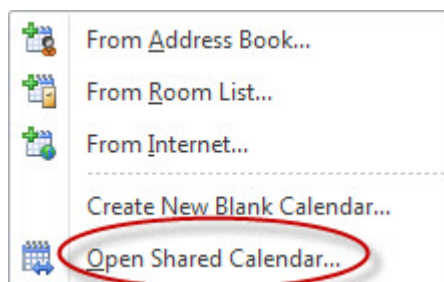
There are two classrooms located in Bldg. G - GE3016 and GE4017. They each have an overhead Proxima and a screen in the front of the room. They also have 12 computers for students and 1 for the instructor. The Instructor's system is hooked up to the overhead Proxima. These rooms are available to the business by sending a request to Learning@safeway.com.

Your request should include the day(s) and time(s) that you want to reserve the room. You should also include the class name.

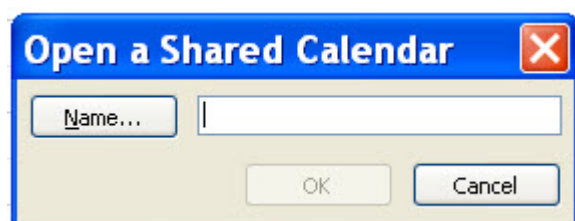
How to see if the training rooms are available for your training



Click Open Calendar. A drop down displays.



Click Open a Shared Calendar.



Enter one of the following to open to view a training room calendar.

- res:ple_ge3016 or res:ple_ge4017

When the training room calendar opens you may view which days are open or booked and determine what

works for your needs.

You will not be able to book the rooms yourself. Please send the request for the room reservation to Learning@safeway.com

You are responsible for all the training materials that you need (i.e. pens, pencils, paper and dry erase markers).