

How to reserve a KHIC computer lab

- 1) Go into your Outlook email
- 2) Open your calendar and select the needed time and right click your mouse
- 3) The option "New" will appear
- 4) Click on "New"
- 5) Click on the location and a drop box will appear with the three KHIC labs

All other room reservations are made through the iRaider Quick Links page.

https://portal.mountunion.edu/fac_staff/Pages/default.aspx