**Canceling a Lab Reservation**

1. Log on to your ASD Google Apps account.
2. In the upper right-hand corner of the screen, find this (you should see your name): 
3. Click on the three by three squares. This will appear: 

4. Click Calendar.

1. You will need to find the date in which you made the original reservation—use the Date toolbar: 



1. Once you have selected the date, you will see your reservation. You will NOT see other staff members’ reservations.

Click on the reservation you would like to delete.

1. One of these two options will appear:



OR



1. Click on the Delete button. You will be asked to confirm your deleted reservation.
2. If the cancellation is last minute, please email Service High letting the staff know there is a lab now available. The first all-school response requesting the lab wins it!

**No staff reservations were deleted with the creation of this document ☺!**