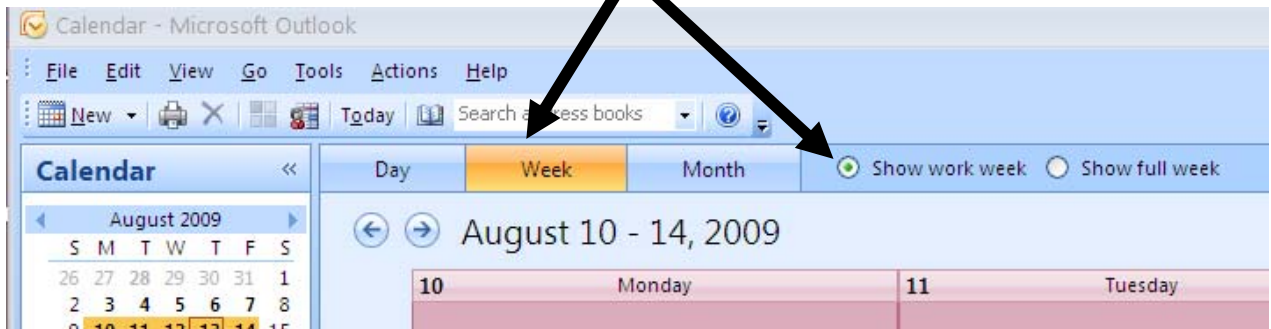


## Steps for setting up reminders for grade reporting dates...

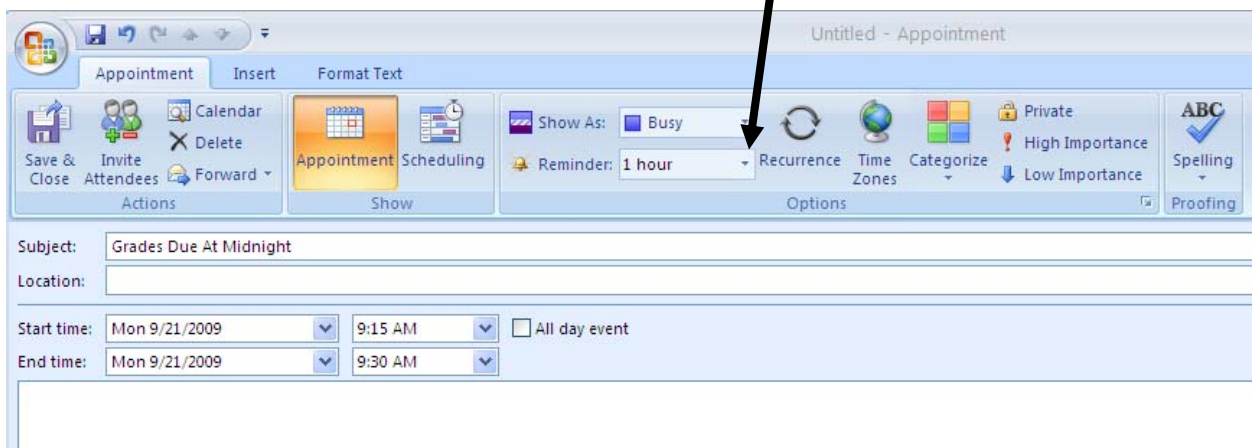
When you are reading your e-mail, click on the button marked “Calendar”.

To show the **5-day Work Week**, click these 2 places.



Find September 21 on the mini-calendar on the left-hand side, then double-click on any time that day.

On the next screen, type in “**Grades Due At Midnight**” in the subject line. Then use the drop-down menu to choose how early you want a reminder\*.



Repeat these steps for each date that grades are due.

\* If you set the reminder early enough, you will get a reminder first thing when you open your e-mail that morning, or even the week before!!

Please let me know if you have any questions, and I will be happy to answer them for you.

Blake