How to Sign-Up for Treadmills, Elliptical, & Bike:

1. Open Outlook.
2. Click on the “…” icon and select “Folders.”
3. On the left toolbar, scroll down to “Public Folders” and click the “+” sign to expand it.
4. Click on the “+” sign next to “All Public Folders” to expand it.
5. Click on the “+” sign next to “Staff” to expand it.
6. Click on any of the “Bike”, “Elliptical”, “Treadmill 1/2”, “ADMIN Elliptical”, or “ADMIN Treadmill” calendars to schedule your appointment.
7. Double click on a time slot to schedule your appointment for whatever calendar you choose. *(We ask that you do not schedule your appointments for more than 1 week in advance.)*

*Please remember to wear clean/dry shoes while using fitness equipment.*

If you have any questions about any of the fitness equipment please contact [Abbie Loos](mailto:AbbieLoos) or [Tiffany Lein](mailto:TiffanyLein).