

How to Reserve Vehicles in Outlook

Explanation:

Both vans and staff cars at the Plaza building are reserved through Outlook. Follow the below instructions to reserve a vehicle.

Vehicles

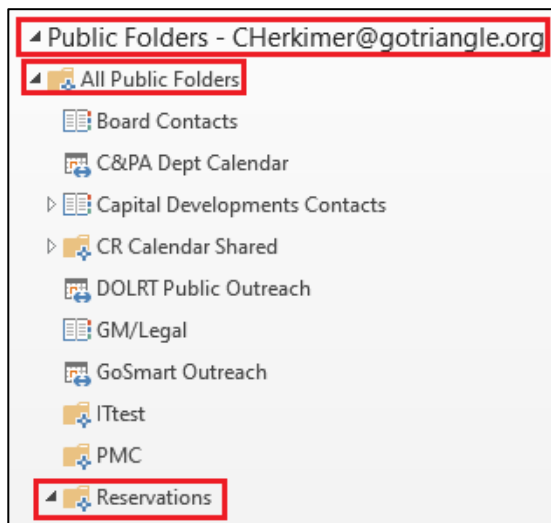
- Staff Car 6601
- Staff Car 6701
- VAN 5503
- VAN 5703

Reserving a Vehicle

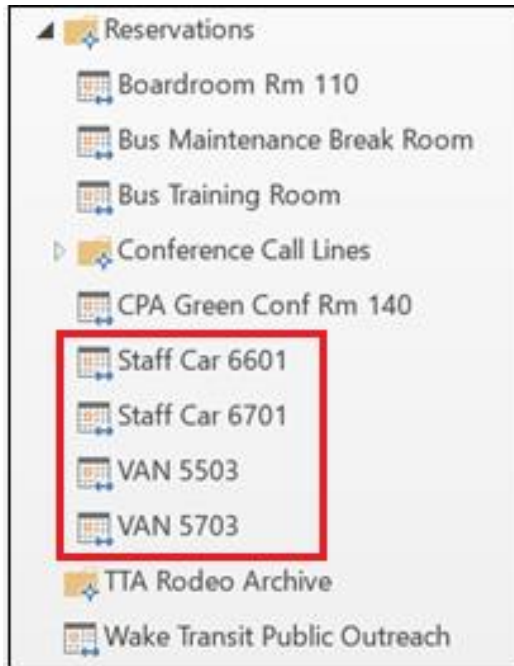
1. In Outlook, in the Navigation Pane, click **Folders**. (see screenshot below)



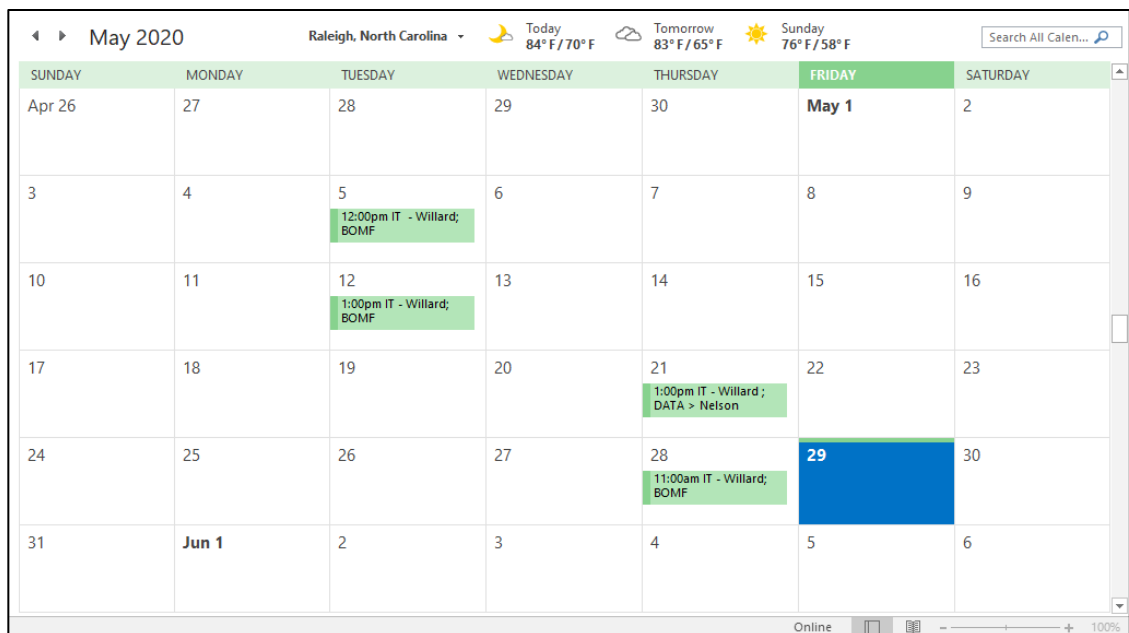
2. Expand **Public Folders** > **All Public Folders** > **Reservations** by clicking the arrows  to the left of the section names.



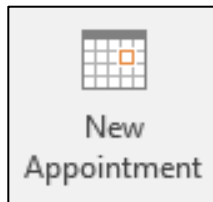
3. Click on the vehicle name you wish to reserve.







4. Check out to see if anyone else has reserved the vehicle at the date and time you wish to reserve the vehicle.



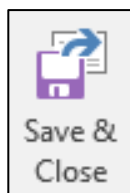
5. Click **New Appointment**.



6. Enter in your name, the location you are going to, and time you are reserving the vehicle for.

Subject	Casey Herkimer		
Location	Bus Operations		
Start time	Mon 6/1/2020 	10:00 AM 	<input type="checkbox"/> All day event
End time	Mon 6/1/2020 	12:00 PM 	

7. Click **Save & Close**.



The keys for the vehicles are located at the Suite 100 front desk. There is also a check out sheet that you need to fill out at the front desk.