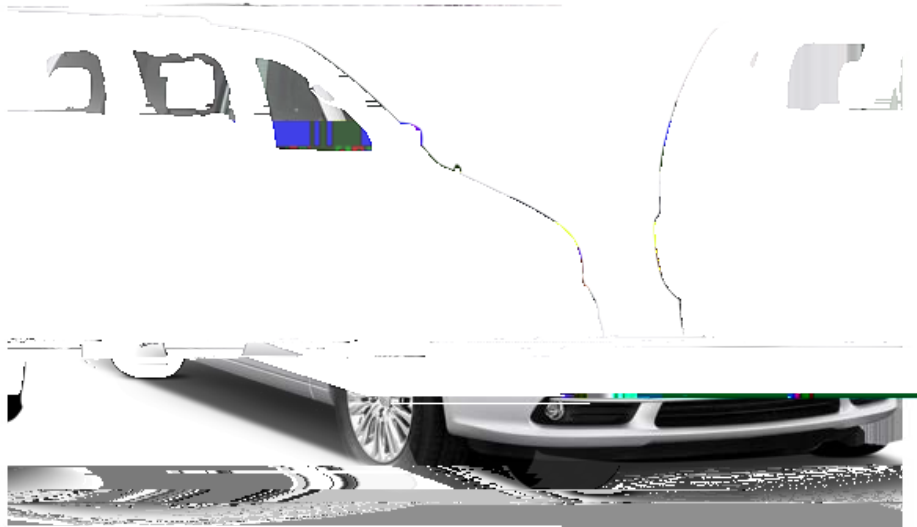


Within these instructions, the users will learn how to create a van/car reservation using Outlook client.



Making the reservation

1. With Outlook open, look to the bottom left hand corner and click on the calendar icon.
2. The calendar opens up and now you're able to select the day requiring the vehicle reservation.
 - a. Select the month view on the Tool Bar (view Figure 1)
 - b. Double click the day you plan on reserving the vehicle to open the appointment event scheduler. By default Appointment detail menu will be opened. (view Figure 2)

Figure 1

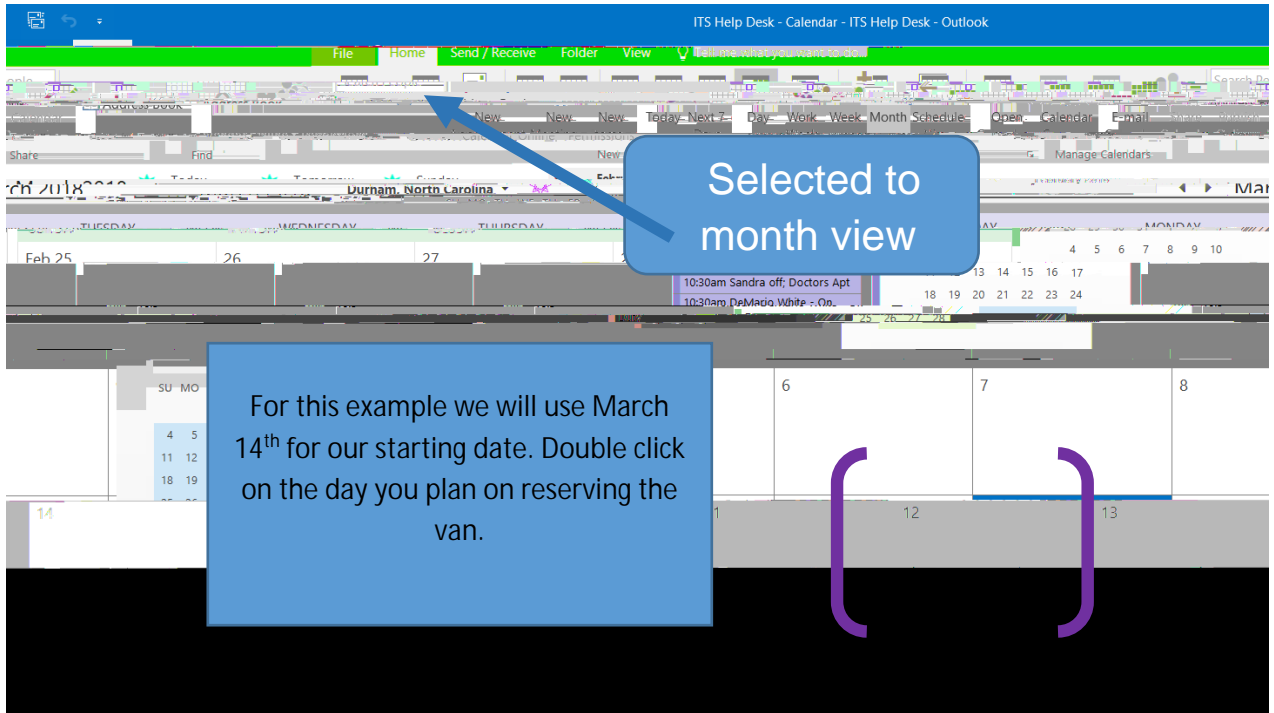
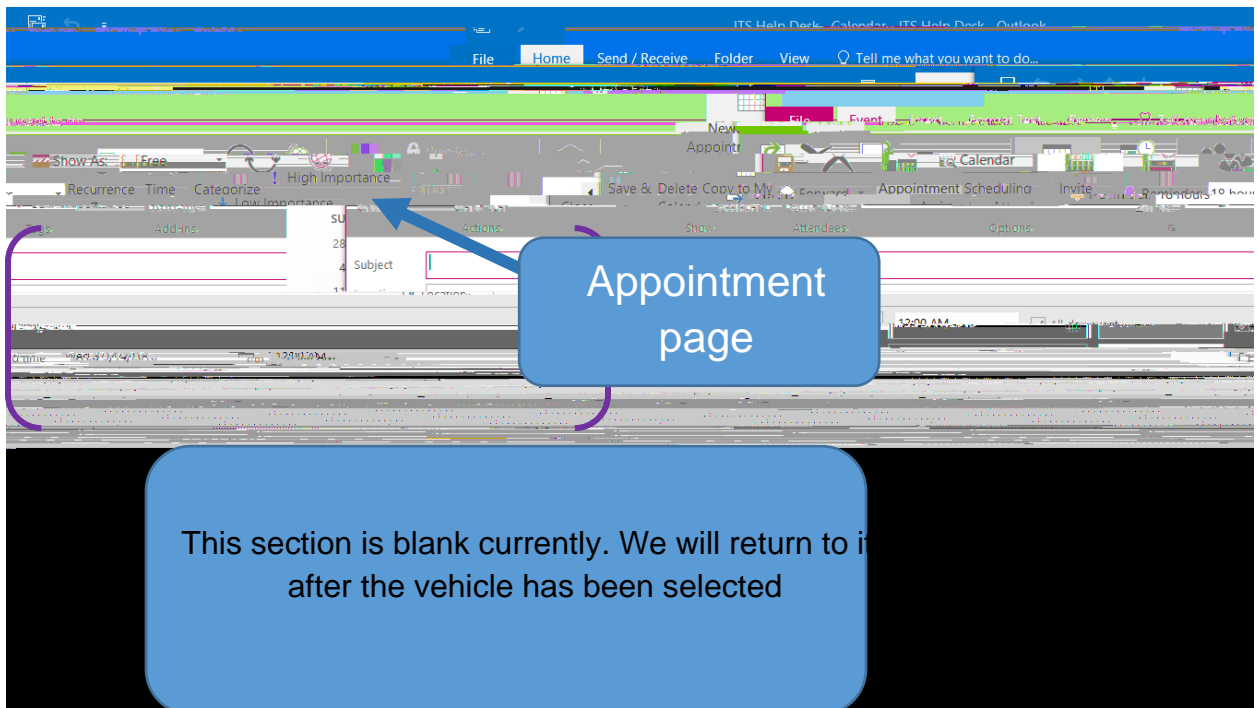
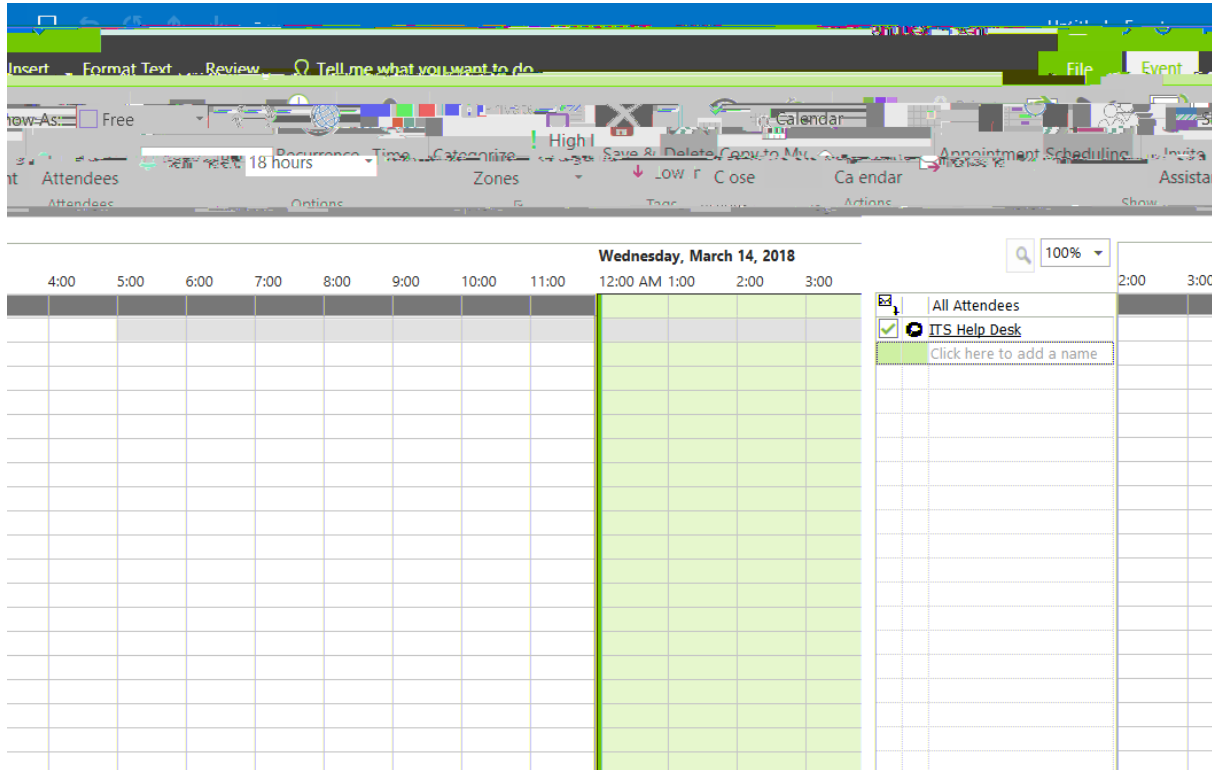


Figure 2



- c. Switch to the scheduling assistant page by clicking Scheduling Assistant from the Show section of the tool bar menu.
- d. On the scheduling assistant menu, you will now add in the vehicle to be requested by selecting the first available entry field in the Attendees menu to the left. (view figure 4)

Figure 3



- f. In the comment section below, add in any further details such as, guest attending and hotel information etc...
Information entered should look similar to the following image example.
(see figure 5)

Figure 5

