

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

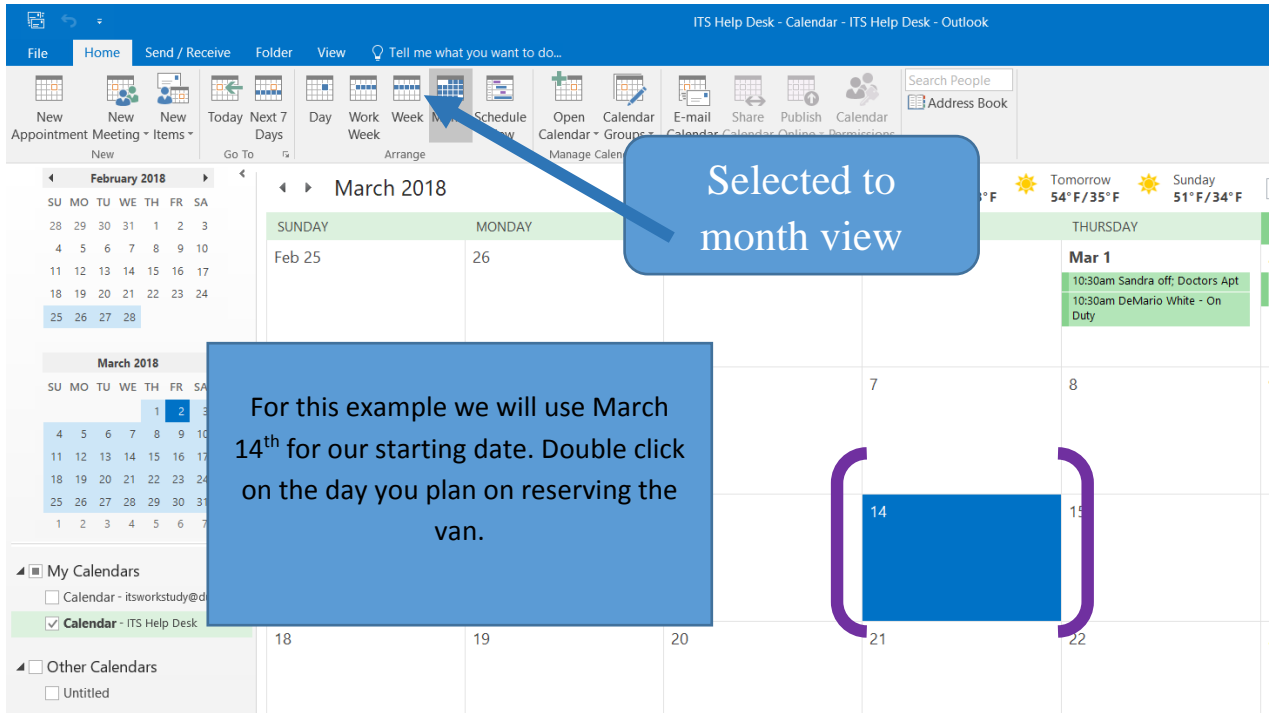
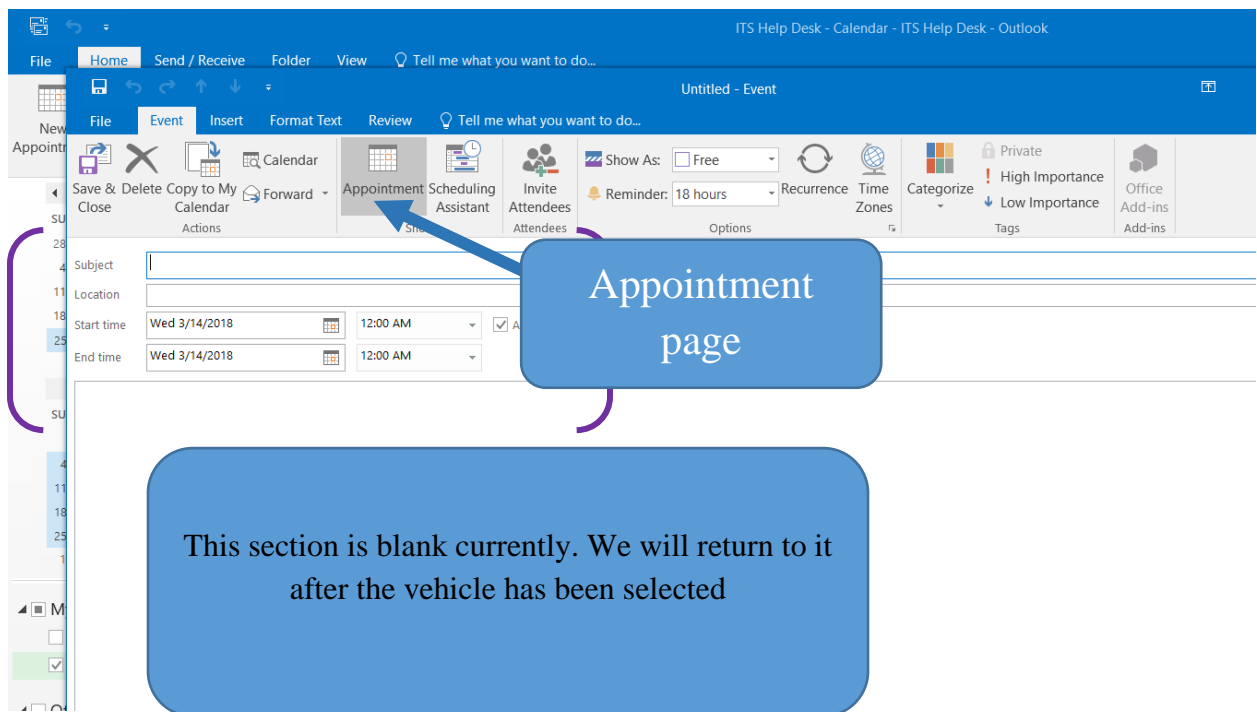
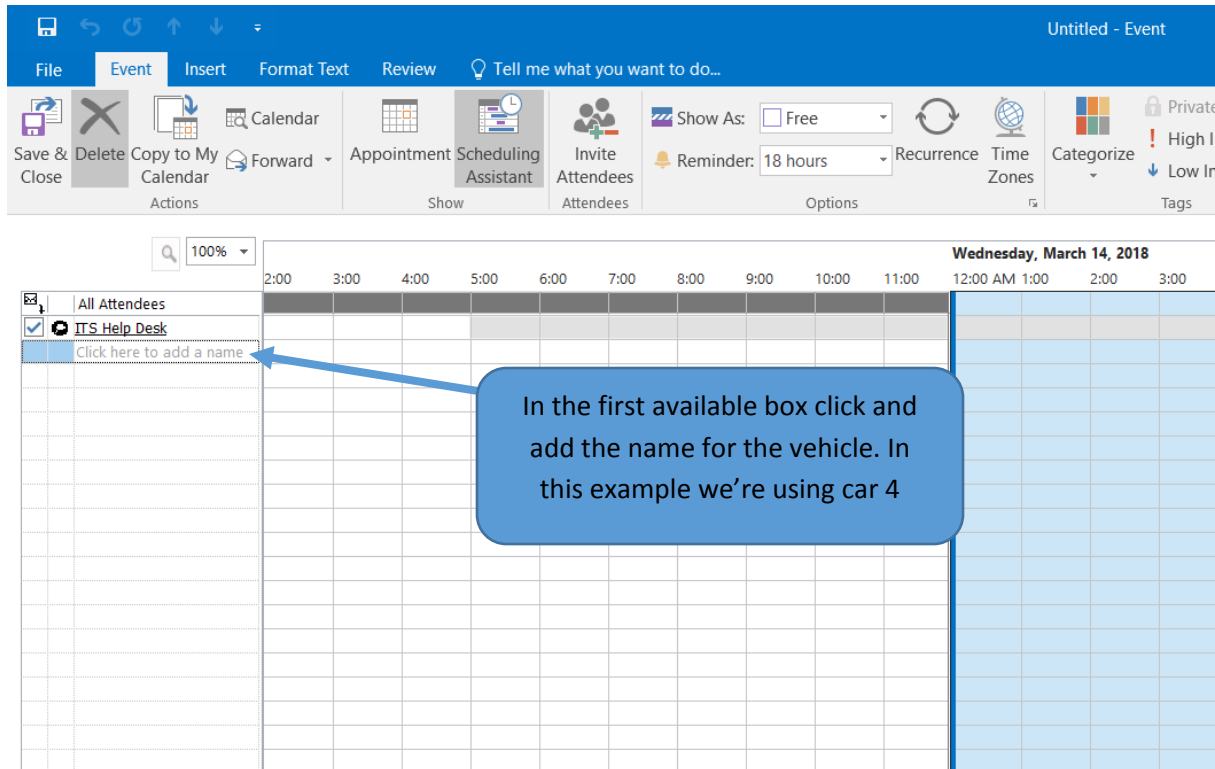


Figure 2



- 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 **All Attendees** menu to the left. (view figure 4)

Figure 3

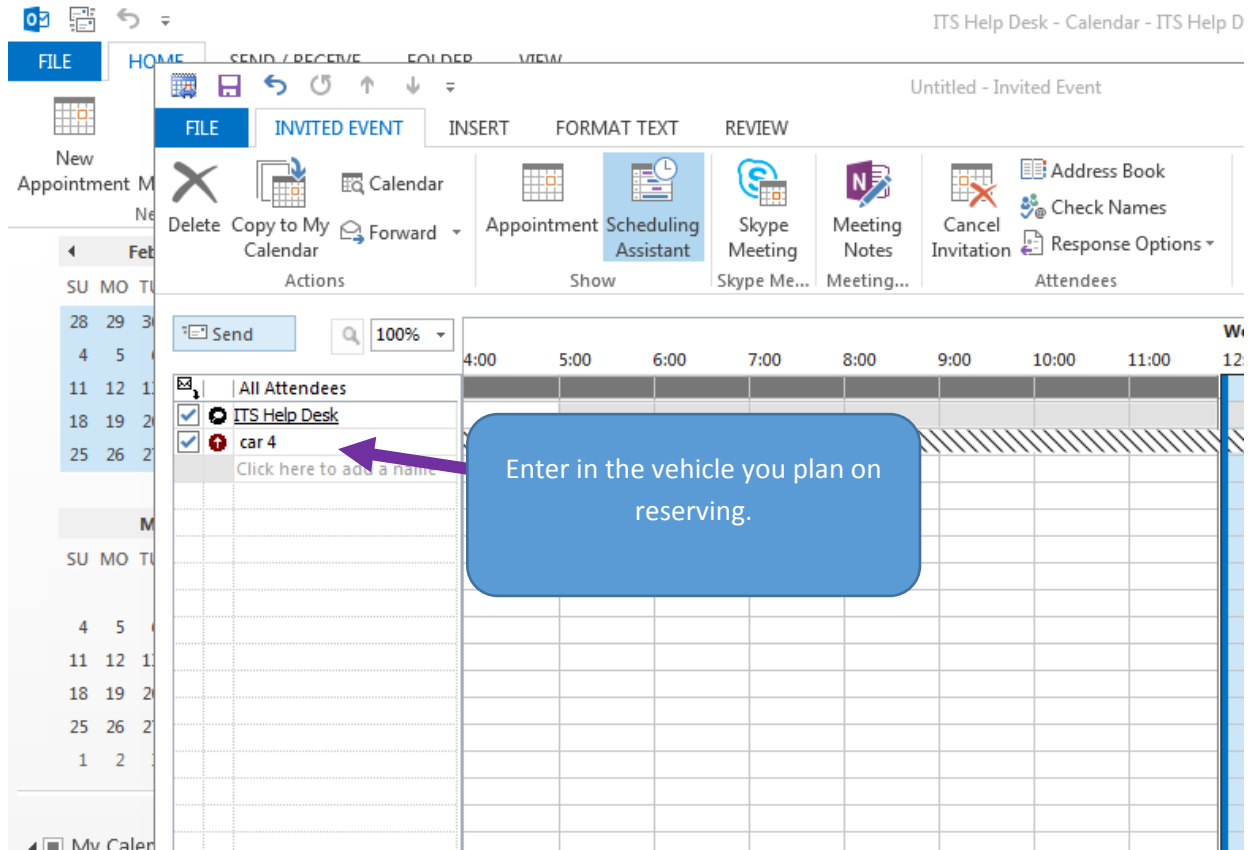


- e. Click into the first available blank space in the All Attendees menu and enter in the vehicle you would like to reserve and hit enter on your keyboard. For the example, Car 4 is entered in. (view figure 4)

Possible vehicle options are:

- Car 1
- Car 2
- Car 3
- Car 4
- Van 1
- Van 2
- Van 3

Figure 4



Finalizing details

5. Once the vehicle has been entered, click **Appointment** in the Show section of the tool bar menu.
 - a. Once in Appointment view, add in your name as the **subject** of the reservation.
 - b. Next add in the location you will be traveling to in the **location field**.
City, State, Purpose of meeting
ie. Charlotte, NC, Teacher Conf: How to inspire students
 - c. Add or alter the start date by clicking on the calendar icon.
 - d. Change the time by clicking on the drop down arrow next to the time for the time requesting to pick up the reserved car.
 - e. Follow steps d and e to make changes to the end time for date expected to return.

- 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

Subject line: Enter your Name

Location: Enter your destination

In the time section:
 Start time and End time can be altered: by clicking the **calendar** icon to change the date and selecting the **drop down arrow to alter the time**

In the comment section:
 Add addition information such as how many occupants will be attending, Hotel details etc....

6. At this time review over your reservation as necessary, once finished, click the send button to submit your reservation. (see Figure 6 below)
7. The last step of this process is to email your approved travel form to the business office at businessoffice@durhamtech.edu (must have your immediate supervisor's signature). This form can be picked up at the business office.

Figure 6

Car 4 (22H6RJ) ✖: "You have requested the reservation of Motor Pool Car4"

i You haven't sent this meeting invitation yet.

Send

To... Car 4 (22H6RJ)

Subject DeMario White

Location Compton, LA Visiting Watt's Towers

Start time Wed 3/14/2018 5:00 PM All day event

End time Tue 3/20/2018 5:30 PM

Review your reservation carefully, once reviewed press send.

Note: The reservation will appear on your calendar.