

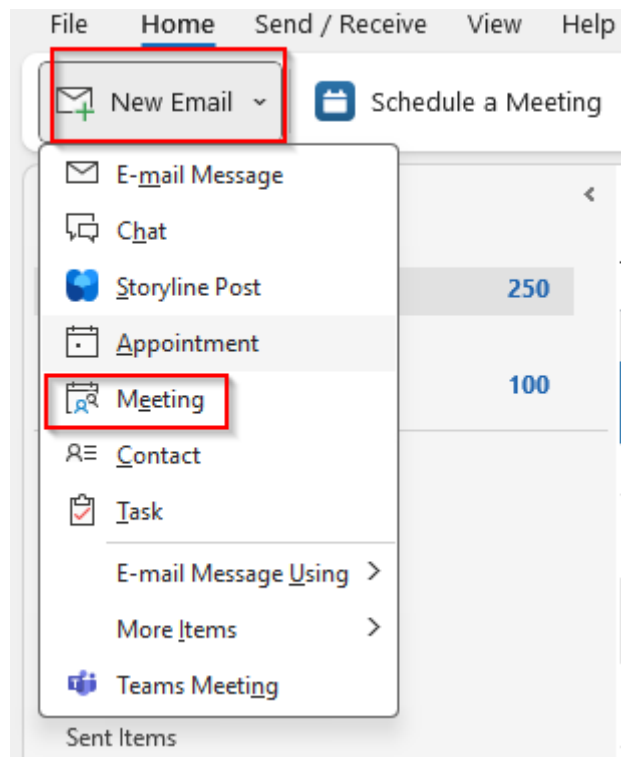
# How to Book a Motor pool Vehicle (Resource Calendar) in Office 365

## 1. Open Outlook:

- Launch the Outlook application on your computer or go to Outlook on the web.

## 2. Create a New Meeting:

- Click on **New Items** in the Home tab, then select **Meeting** from the dropdown menu.



## Add the Resource:

- In the **Required** field, type the name of the vehicle you want to reserve.
- Right now, we have 4 service vehicles you can choose from. Please see the table below:

Vehicle name in the Outlook address book (searchable)	Description
IFAS-ENT-FORD-2185-12PAX	FORD-2185-12 Passenger
IFAS-ENT-FORD-3755-15PAX	FORD-3755-15 Passenger
IFAS-ENT-FORD-3965-4PAX	FORD-3965-4 Passenger
IFAS-ENT-FORD-5851-15PAX	FORD-5851-15 Passenger

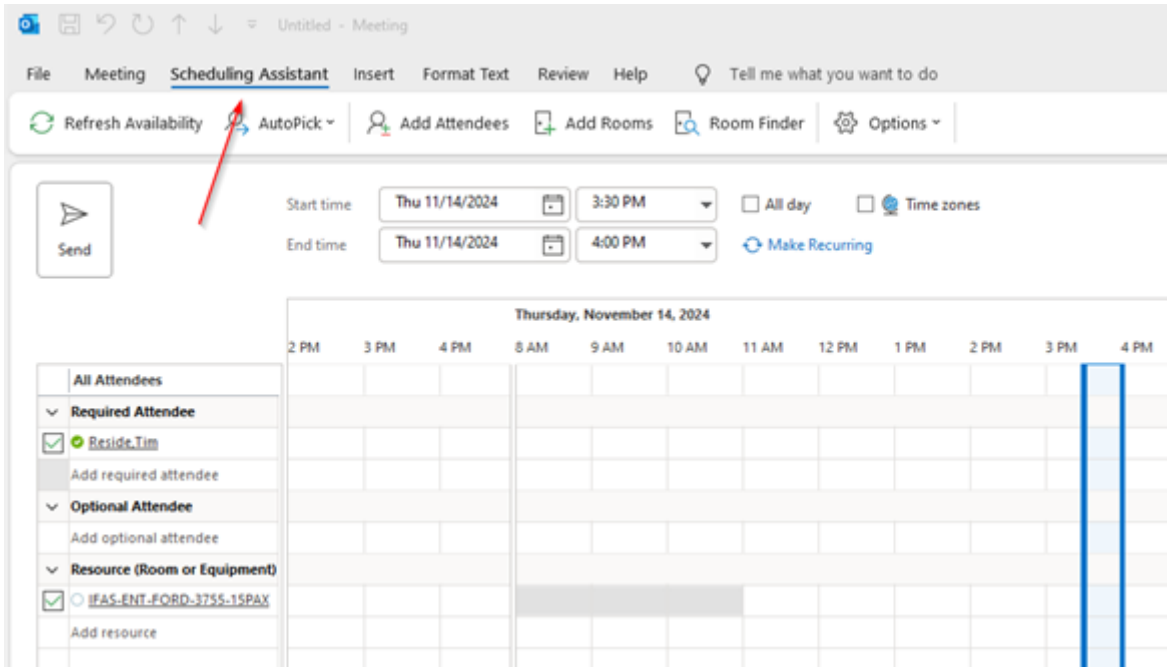


### 3. Set Service Vehicle Booking Details:

- Fill in the **Title** of the booking.
- Adjust the **Start time** and **End time** for your booking.
- If needed, you can set the meeting to repeat by selecting **Recurrence**.

#### 4. Check Availability:

- Use the **Scheduling Assistant** to see when the vehicle is available. The calendar will show blue blocks for busy times and white blocks for free times.



#### 1. Send the Invitation:

- Once everything is set, click **Send** to reserve the room or equipment. **The resource will automatically accept the meeting request if it's available.**

#### Additional Tips

- **Canceling a Reservation:** If you need to cancel, open the meeting in your calendar and remove the resource like you would an attendee.
- **Add the vehicle fleet calendar(s) in your calendar.** You can do this just by searching for the searchable vehicle name in the Outlook address book Eg: *IFAS-ENT-FORD-3965-4PAX*. It will look like this:

Calendar - IFAS-ENT-FORD-2185-12PAX

Calendar - IFAS-ENT-FORD-3755-15PAX

Calendar - IFAS-ENT-FORD-3965-4PAX

Calendar - IFAS-ENT-FORD-5851-15PAX

- **Note that Entnem admin (Cheryl, Glinda & Stephanie) can make changes to the calendars if an override is required.**