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.

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1. Send the Invitation:

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

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:



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