

How to add shared calendars for Vehicles

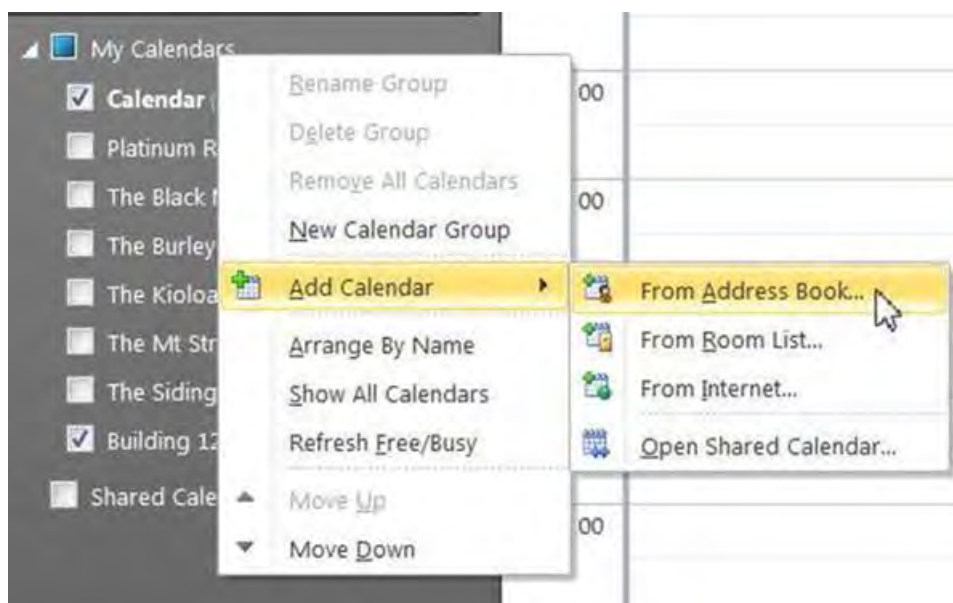
The following instructions outline how to book the vehicles with Outlook Calendars. Before a booking can be made the resource needs to be added. Please don't hesitate to contact the FS ITS helpdesk x50444 or fs.helpdesk@anu.edu.au if you run into any problems following these instructions.

The cars available for booking are as follows:

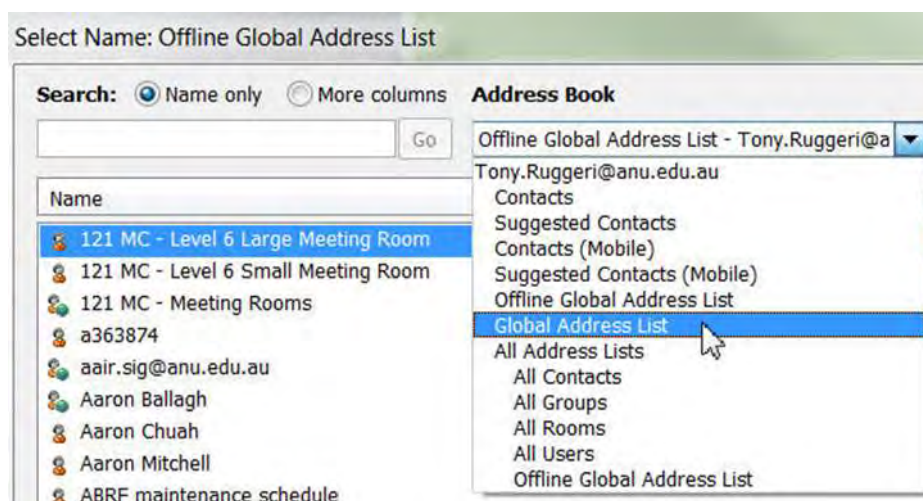
FS Hyundai (dark grey) YFS 25E

FS Hyundai (light silver) YFW 06U

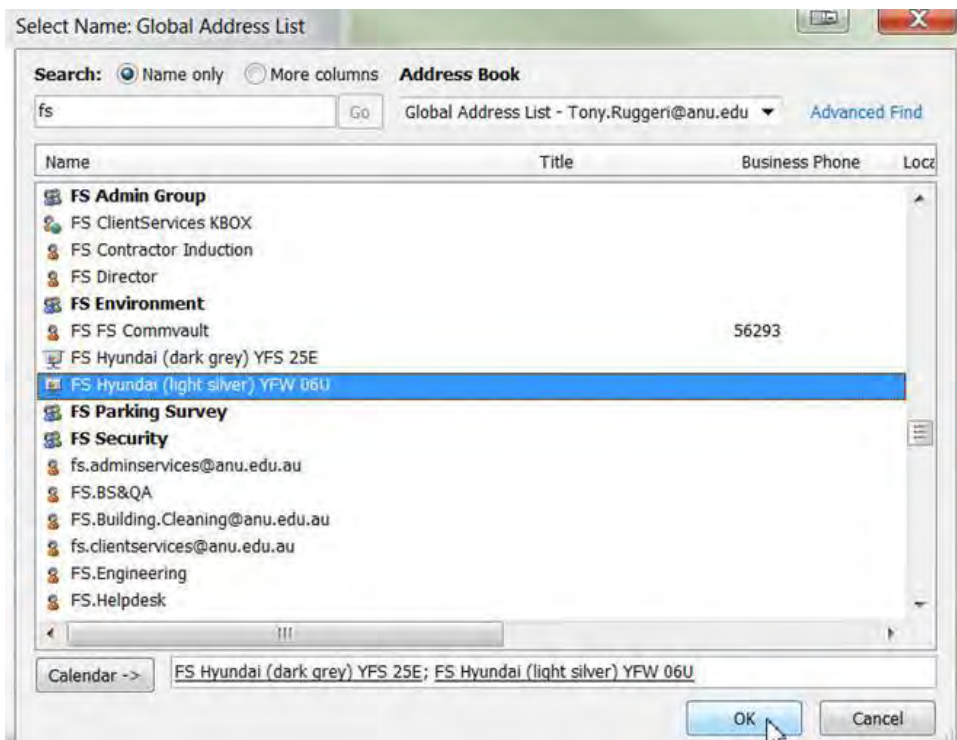
1. To add the new two Calendar's, right click **My Calendars**, select **Add Calendar – From Address Book**.



2. This will display the **Address Book**. You need to select **Global Address List**.



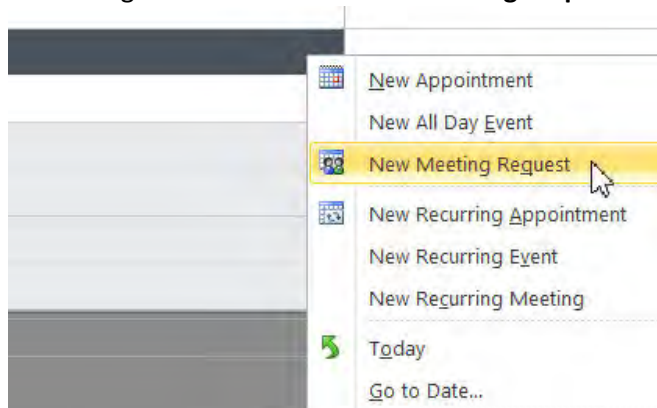
3. Once you have selected the Global Address List, Type **FS** in the search field. This will show contacts/calendar's belonging to F&S.



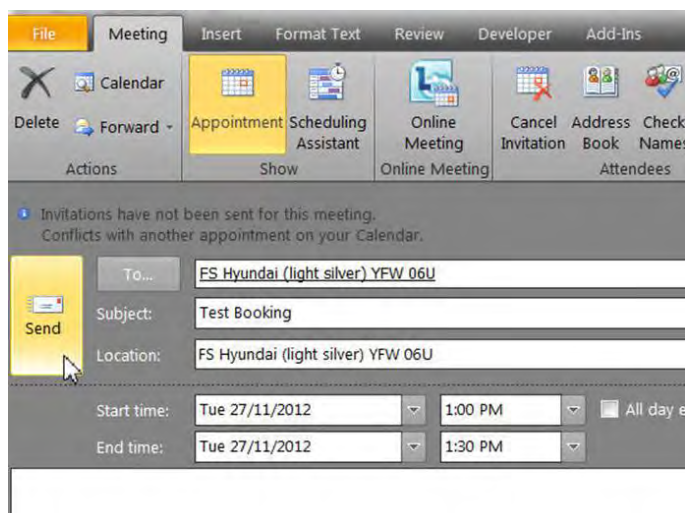
4. Select the two new Calendar's **FS Hyundai (dark grey)** and **FS Hyundai (light silver)** either double click or click Calendar -> to add.

Click **OK**.

5. To make a booking, view the Calendar you wish to make a booking and select a **free** time, right click and select **New Meeting Request**.

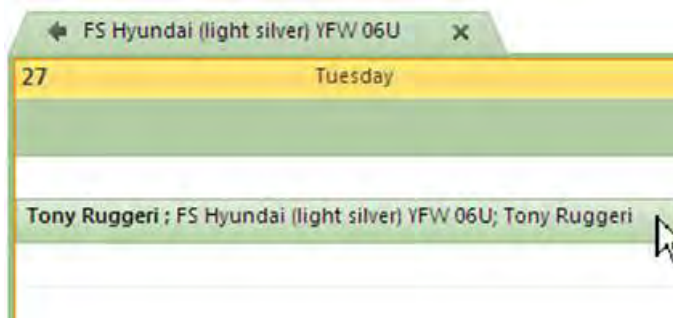


6. Enter a subject ie **location** and click Send.



You will then receive a confirmation email that the booking has been made (or declined if there is an existing booking for that time).

This will then show in **your** Calendar and (after a few minutes) will show in the selected Hyundai Calendar.



7. To cancel a request, right click the event in **YOUR** calendar and select **Cancel Meeting**.

