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**.