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. You will firstly need to **Delete** the existing Hyundai Calendars which will no longer work. To do this, after opening Outlook click on Calendar and right click the existing Hyundai Calendar’s and select **Delete Calendar**.

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

![Image of Outlook Calendar with options to delete and add calendars]
3. This will display the **Address Book**. You need to select **Global Address List**.

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

5. 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**.

6. To make a booking select a **free** time, right click and select **New Meeting Request**.
7. 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.
8. To cancel a request, right click the event in YOUR calendar and select Cancel Meeting.