Request a Vehicle

- You MUST be on YOUR calendar
- Click NEW MEETING
- Click TO and select from the address book the vehicle you wish to reserve
- With vehicle selected, click on Resources, then OK

- Key in a Subject
- In LOCATION, delete the vehicle name and key in where you are driving to
- Select your date and time for the use of the vehicle
- It is NOT necessary to key in anything in the message area

- Send
- You will receive either an acceptance or rejection. You will see who has requested it if declined.
- In order to have a print out for travel that will include the information about when you made the request, and the time you requested the vehicle, you MUST FORWARD the acceptance or rejection email to yourself. It will then have all the information showing. See the forwarded
Jackie S. Howell
Special Projects, Computing Services
(415) 757-5647/888

---Original Appointment---
From: @franklin@blue.foc.us
Send: Tuesday, June 9, 2015 11:00 AM
To: Jack Howell
Subject: Accepted test for vehicle reservation
When: Saturday, June 13, 2015 4:00 AM (UTC-05:00) Eastern Time (US & Canada)
Where: Key 1 where you are driving to

Your request was accepted.

This is your notification that your request was accepted or rejected. IMPORTANT: In order to see your date and time request in a print out for travel, FORWARD THIS EMAIL TO YOURSELF, then print it out. The header information will then show your request information. Please call Kathleen Worth, 569-677, if you have questions.