Reserve a vehicle using OWA

Vehicles are named:

- #Franklin Nursing Van
- #Franklin Impala (President)
- #Franklin Blue Focus
- #Franklin Workforce Van
- #Franklin Robotic Van
- #Hobbs Large Van
- #Hobbs Small Van

- Log into OWA (www.pdc.edu/faculty and staff\choose the email icon from the menu)
- Select Calendar from the top right menu
  - If you have access to more than one calendar, be **SURE** you have selected your personal calendar.
- Click on New at the top left

- In the open dialog box, on LOCATION line, fill in where you are driving to.

- On the Attendees line, click on the plus sign at the right to open the address book.

- With the Address Book open, key in the pound sign (#) and search for the # sign. This brings up the vehicle list.
• Select the vehicle you want to reserve and click on the PLUS sign on the right. This will put the vehicle name in the **Required attendees** box at the top. Click on OK.

![OK CANCEL](image)

- **Required attendees:**
  - #Franklin White Impala

• Be sure the Location line shows where you are driving to. Event may be left blank.
• Select your time and date. If it is to be used longer than 2 hours, select CUSTOM and complete.
• If this request to be repeated, select Repeat and fill in the information.

![Location and Attendees](image)

• When all information is completed, click on SEND at the top left. You will receive an email with an acceptance or decline of the request. If you need this reservations for your travel information, you MUST FORWARD the email to yourself and then print it, in order for the information to show as to when you made the request and what it was for.
  - To print an email in OWA, click on the ellipsis on the right side (...) and choose Print.
Example of Accepted email

Accepted:

#Franklin White Impala
Mon 1/12/2015 3:47 PM
Inbox

To: Jackie Howell

Your request was accepted.

This is your notification that your request was accepted or rejected. If you have any questions please call Kathleen Worth (757.569.6717) or Jeannette Belcher (757.569.6750). Please print this email and attach to your travel invoice.

Example of Declined email

Declined:

#Franklin White Impala
Mon 1/12/2015 3:48 PM
Inbox

To: Jackie Howell

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting
Jackie Howell - Saturday, January 14, 2015 12:00:00 AM to Sunday, January 15, 2015 12:00:00 AM.

All times listed are in the following time zone: (UTC-5:00) Eastern Time (US & Canada)

This is your notification that your request was accepted or rejected. If you have any questions please call Kathleen Worth (757.569.6717) or Jeannette Belcher (757.569.6750). Please print this email and attach to your travel invoice.

To see where the person who has reserved the vehicle is driving, you must look at the vehicle calendar.

To load a vehicle calendar:

- Open your calendar in OWA
- Right click on My Calendars
- Open Calendar
- Key # in the Search directory
- Find the vehicle name
- Open Calendar

Click on the person’s name and a box opens that gives you who has reserved the vehicle, the times, and where they are driving (based on the information from the LOCATION line). Also look at the top right of the calendar screen to see the information for that date.