

## HOW TO RESERVE A FLEET CAR

- Open your Outlook calendar and click "New Appointment."
- In the subject line of the new appointment, type in the reason for requesting a fleet car and then click "Invite Attendees."
- Click the "To" box and type "Fleet Car" in the search box. The gray & white Toyota Corollas will appear. Select one you would like and click "Required." Then click "OK."
- Next click "Scheduling Assistant" and find the day/time you need the fleet car and highlight it. If the fleet car you chose is already booked you can go back and try to schedule the other fleet car.
- Next click "Appointment."
- Click "Send."
- You will receive a tentative appointment that your request has been received. You will then receive a confirmation once your appointment is approved.