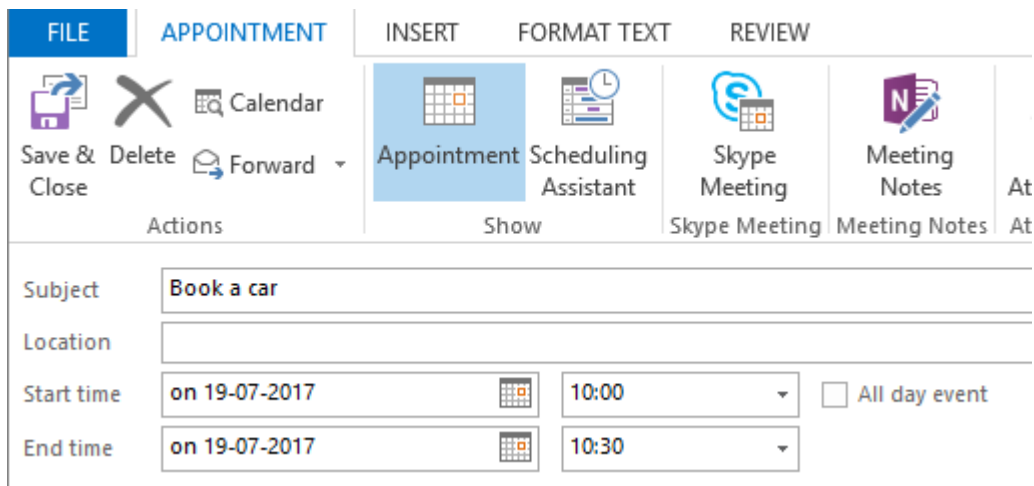


How to book a car in Outlook

In your Outlook calendar start an appointment as usual, where you write your subject and choose start and end time.

Click on Invite Attendees

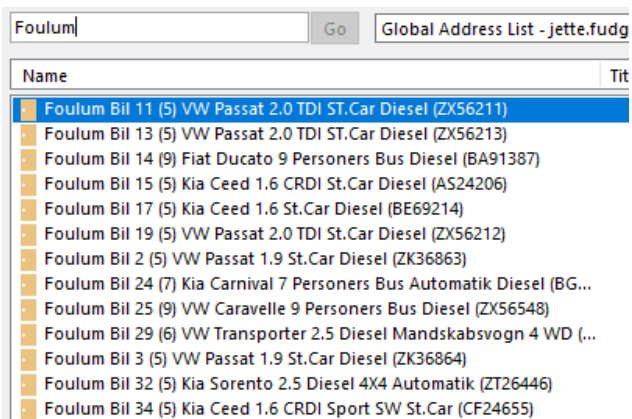


Two possible ways to book a car.

1.

Click on Invite Attendees

Click on the field To – and choose the car (Write Foulum or Flakkebjerg in the search Field)



2.

Click on Show a room list in at the column at the right – Choose fx Foulum cars – and choose a car. Note that only available cars are shown in this list (just a good hint):

