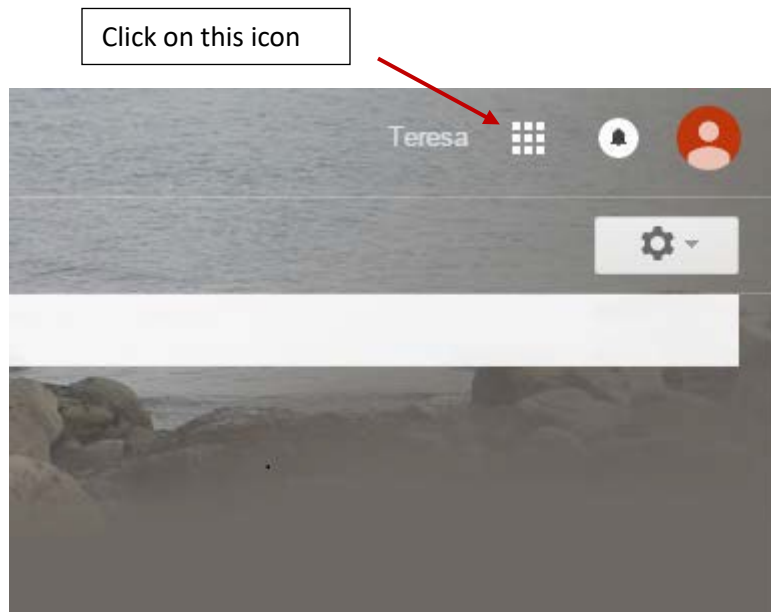
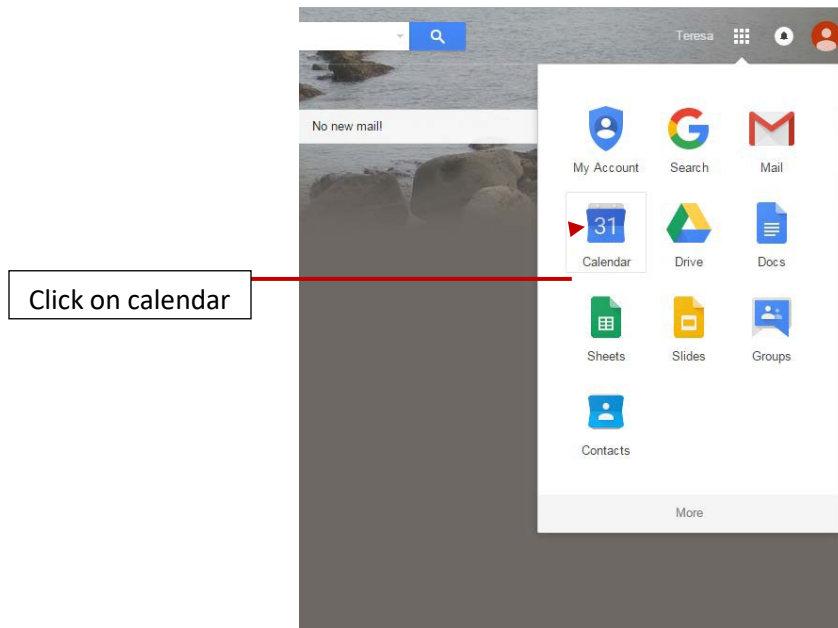


Instructions to reserve a vehicle through Gmail

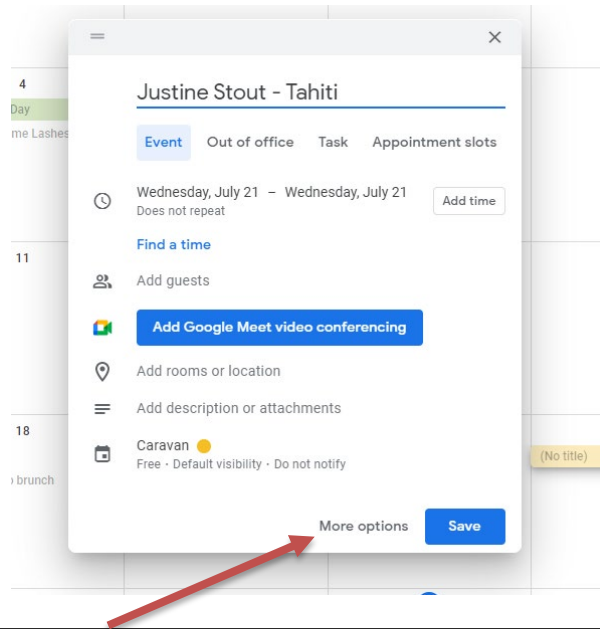
- Log into your email.
- On the upper-right-hand side, you should see the Google apps icon (it looks like 9 little squares). Click on it.



- Click on 'Calendar'. This should bring up your calendar.

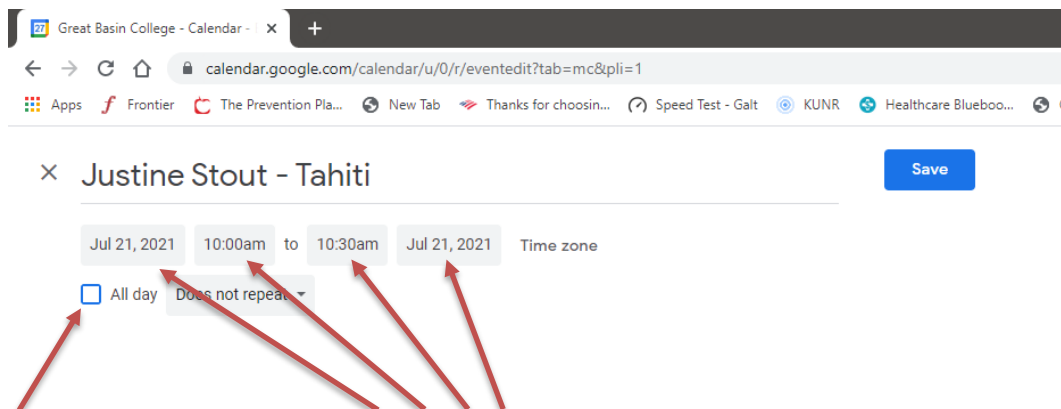


- Click on the day for which you want to schedule the vehicle. Enter your full name and destination. Then click 'More Options'.



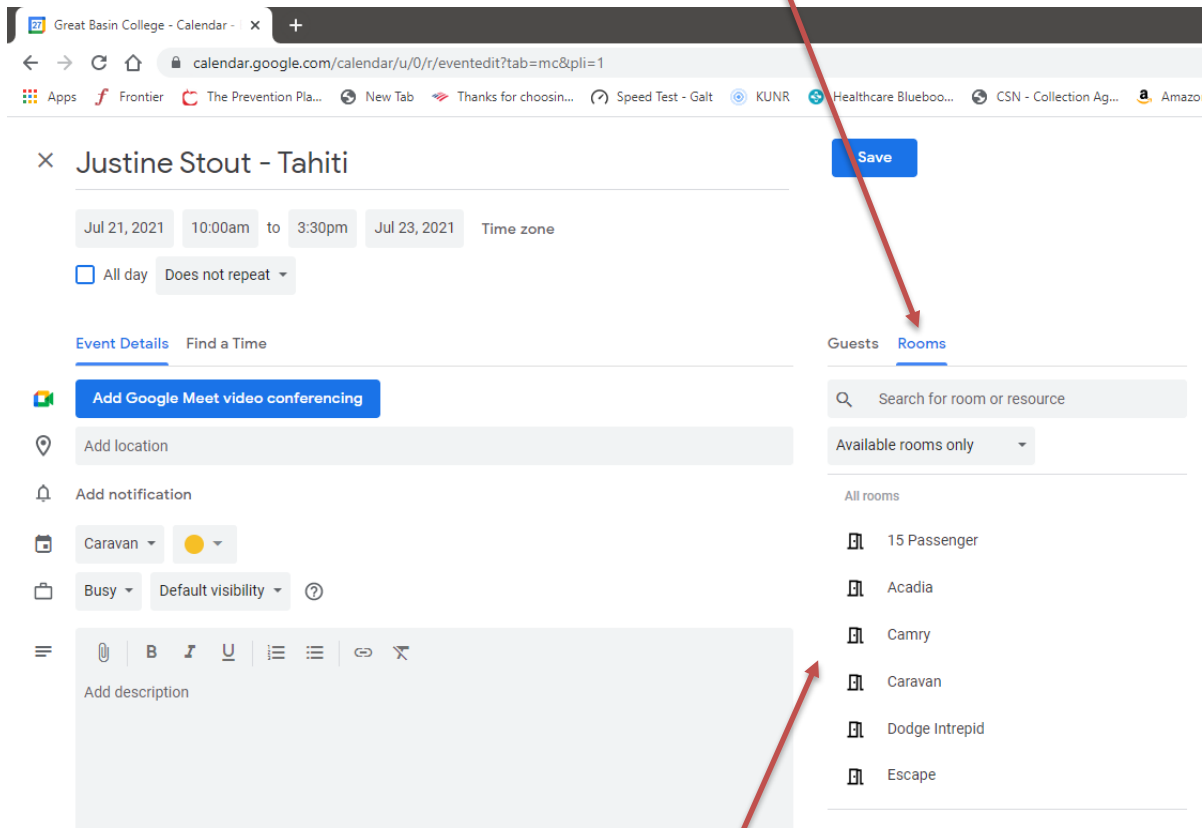
The More Options button will take you to another screen where you will enter specific details.

- When it first opens, the 'All Day' box will be checked. Uncheck the box so you can enter the specific dates and times of when you will be needing the vehicle. You must enter the reservation before picking up a vehicle! Dates and times must be during business hours, Monday through Friday, 8am to 5pm. This lets us know when the vehicle will next be available for pickup. For example, if you will be returning after 5pm or during a weekend, please schedule the return time as the following business day at 8am. If you return after 5pm please put the keys and the gas cards in the drop box located outside Berg Hall.



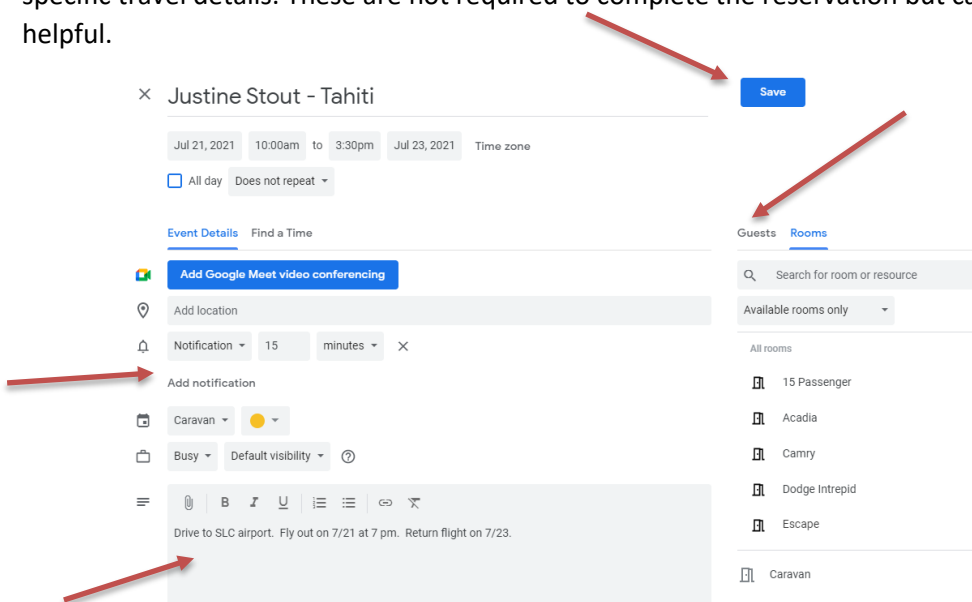
Uncheck All Day box. Click on each date and time to pick departure and arrival times.

- Click on the 'Rooms' tab. This will show you which vehicles are available to be reserved during the dates/times you have requested.



Choose which vehicle you prefer by clicking it.

- Once you have selected the vehicle and have reviewed the details, click 'Save' at the top. Other options you may choose before saving are adding a guest, a notification, or specific travel details. These are not required to complete the reservation but can be helpful.



- Your vehicle is now reserved.
- **If for any reason your plans change, you will be responsible for canceling or editing your reservation. The Controller's Office does not make reservations for other departments.**
- If you have any questions or concerns, please email or call someone in the Controller's Office.