

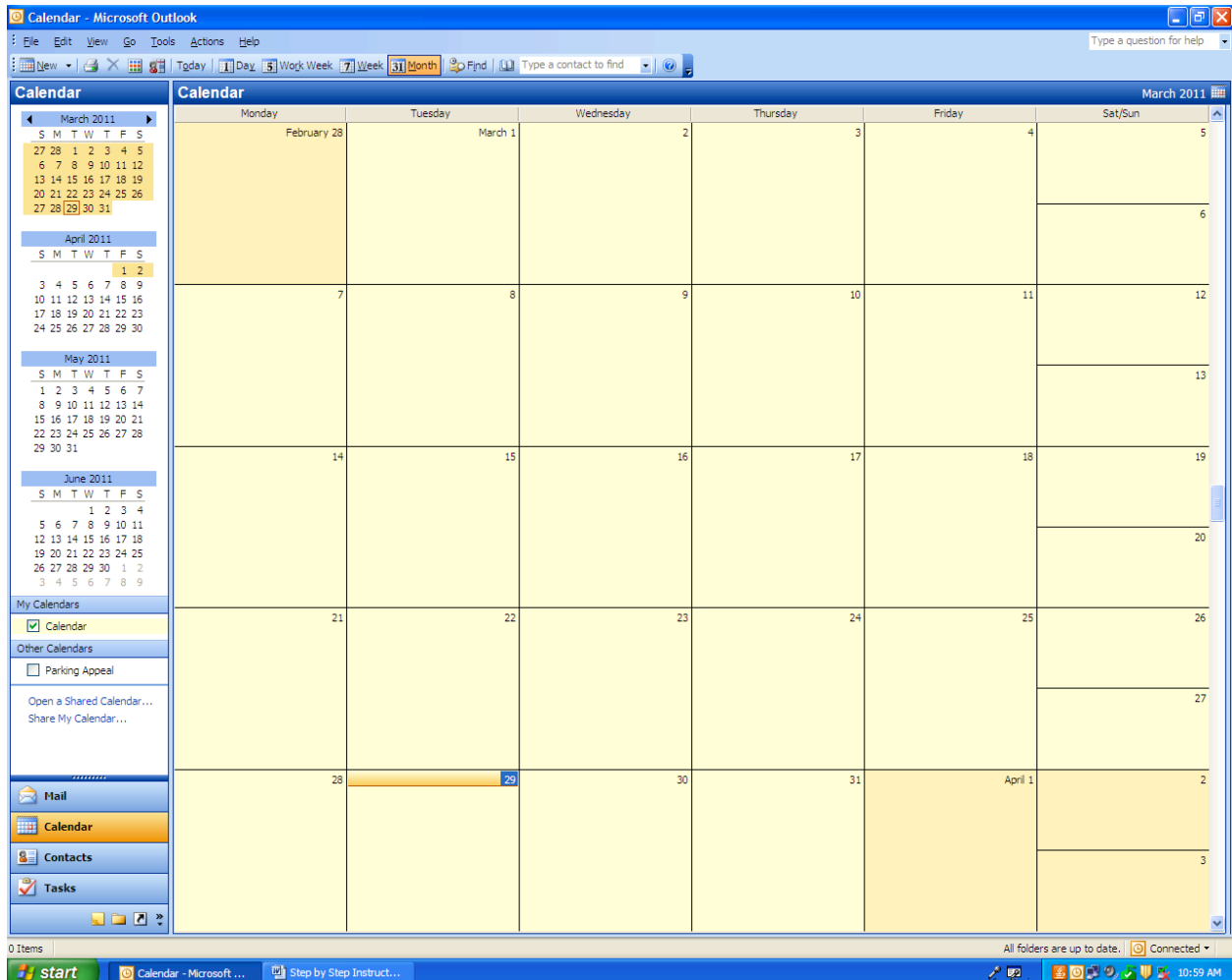
## How to Request Use of York College Passenger Van via Microsoft Office Outlook

As of Tuesday November 1, 2011, all requests for use of the York College Passenger Van should be sent via the Public Safety Department email calendar: [parkingrequest@york.cuny.edu](mailto:parkingrequest@york.cuny.edu).

This process is simple and straightforward. The following is a step by step illustration of how you can send your request through your email Outlook calendar.

York College **Passenger Van** request should be made and/or approved by Department Chairpersons or Directors.  
(Email carbon copies of request to Department Chairs and Directors are acceptable.)

- 1) **Open your email Microsoft Outlook application and click on the Calendar tab at the bottom of the screen. (Figure 1: Outlook Calendar)**



**Figure 2: Outlook Calendar**

2) Click on New on the top left hand corner of your screen. On the drop down menu, click on Appointment. The next screen will look like the following screenshot below. (Figure 3: Appointment Screen)

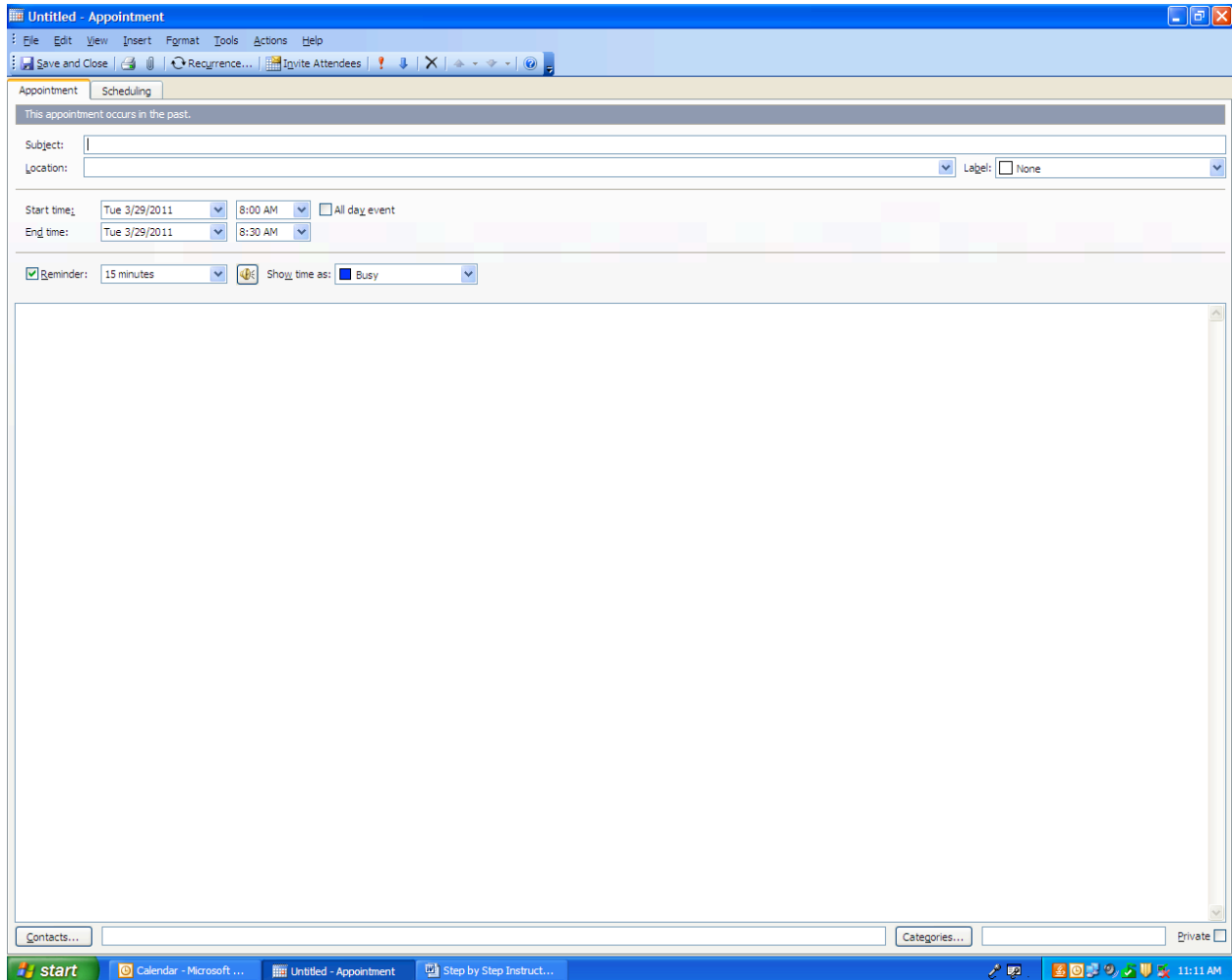
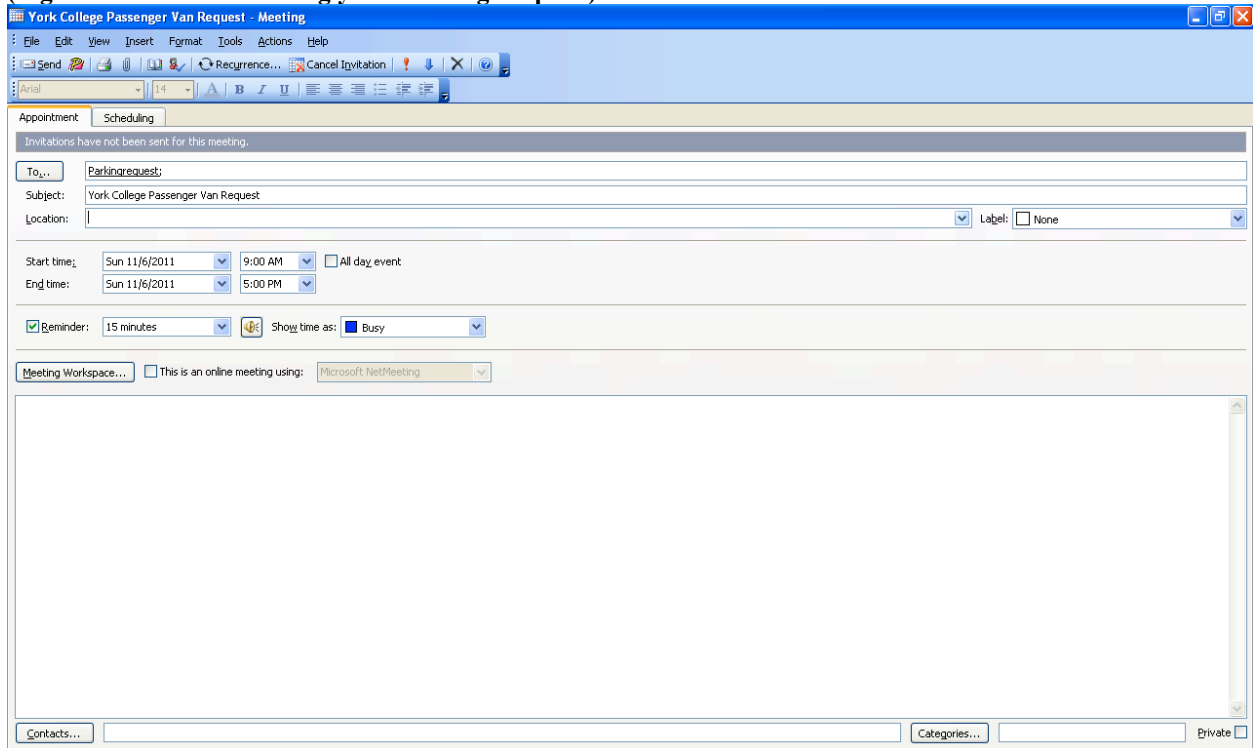


Figure 4: Appointment Screen

3) Click on the tab **Invite Attendees**, click on the tab and enter “**Parkingrequest**” (other email addressees can be included in this area) then press Enter on the keyboard. Then enter “**York College Passenger Van Request**” in the subject line. As shown in the screenshot below.  
**(Figure 3: Email Addressing your Parking Request)**

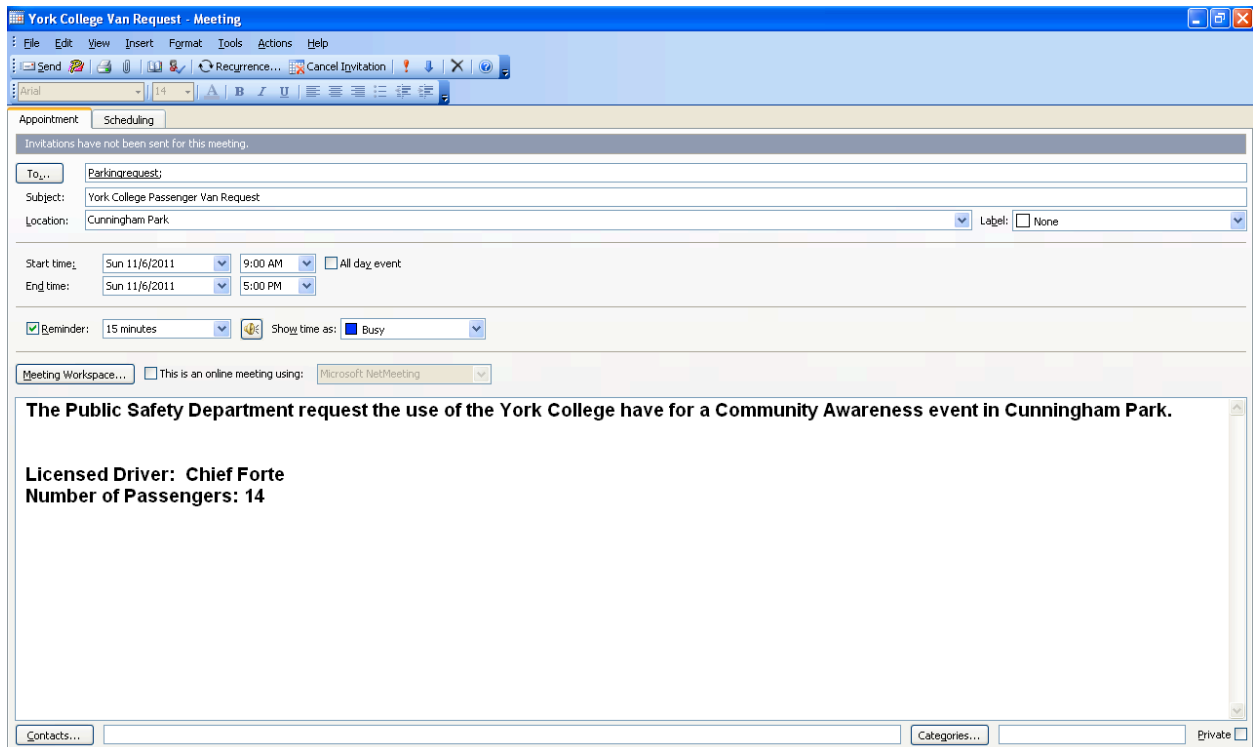


**Figure 3: Email Addressing your York College Passenger Van Request**

4)

- Enter YORK COLLEGE VAN REQUEST in your subject line.
- Location box will identify the intended destination of your trip.
- Start Time/End Time boxes will identify your expected pickup/drop-off times of the college van.

Please provide the purpose for use of the college van, the licensed driver of the van; their status (Faculty or Staff member; no students are allowed to operate college vehicles); and expected number of passengers in the Notes Section just below the “Meeting Workplace” box; **then click Send** to complete your Parking Request. As shown on the screenshot below (Figure 4)



**Figure 4: Completing your York College Passenger Van Request**

The Director of Public Safety or his designee will review your **York College Passenger Van Request** and you will be notified via your email Calendar on the status of your request. If you encounter any problems with the outlined process please contact the Public Safety Office at 718-262-2222.

Thank you.