## Step by Step Instructions on How to Request Parking via Microsoft Office Outlook

As of Tuesday November 1, 2011, all parking request for visitors and guests should be sent via the Public Safety Department email calendar: <u>parkingrequest@york.cuny.edu</u>.

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.

Parking request should be made and/or approved by Department Chairpersons or Directors. (Email carbon copies of request to Department Chairs and Directors are acceptable.)

Update:

Request for parking for York College Departments Special Events can be made via the same process. Please see Figure 5 for an example and details.

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

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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 <u>Invite Attendees</u>, click on the tab and enter "parkingrequest," (other email addressees can be included in this area) then press Enter on the keyboard. Then enter "Parking Request" in subject line. As shown in the screenshot below.

(Figure 3: Email Addressing your Parking Request)

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Figure 3: Email Addressing your Parking Request

4) <u>Enter your subject, scheduled date and time</u>; in the designated field areas provided for the Parking Request. Then input the vehicle information of the Year; Make/Model; Color; and License Plate # and the name of the guest you are requesting courtesy parking in the Notes Section just below the "Meeting Workplace" box; <u>then click Send</u> to complete your Parking Request. As shown on the screenshot below (Figure 4)

Courtesy Parking - Meeting	đX			
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Appointment Scheduling				
Invibations have not been sent for this meeting. Conflicts with another appointment on your Calendar.				
To Parkingroupst;				
Subject: Courtesy Parking				
Location: South Parking Lot 💌 Label: 🗌 None	~			
Start time: Mon 10/24/2011 9:00 AM Image: All dag event   Eng time: Mon 10/24/2011 12:00 PM Image: All dag event				
🗹 Beninder: 15 minutes 💌 🍕 Shog time as: 🔳 Busy				
Meeting Workspace This is an online meeting using: Microsoft NetMeeting				
Please allow courtesy parking for Mr. and Mrs. Smith for their assistance to our York College Awareness Event.	<u>^</u>			
YEAR: 2010				
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LICENSE PLATE: ERT 321 (NYS)				
Request made and/or approved by Department Chairperson.				
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Figure 4: Completing your Parking Request

5) Department request for parking of multiple guests during a college sponsored event should be made by the Department Chairperson or Director.

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End time: Sun 11/6/2011 💌 9:00 PM 💌						
Reminder: 15 minutes V 🕼 Show time as: Busy						
Meeting Workspace This is an online meeting using: Microsoft NetMeeting						
EXAMPLE:	<u>~</u>					
On Sunday, November 6th the York College Public Safety Dept. will celebrate an event. This College sponsored event will be held in the Performing						
Arts Center from 6:30 PM – 8:30 PM.						
We have close to 300 people attending so I need to confirm parking will be available.						
Chief Tyrone Forte,						
Director - Public Safety Department						
	>					
Contacts	Categories Private					

Figure 5: Completing your York College Sponsored Event Parking Request

The Director of Public Safety or his designee will review your Parking 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.