

## **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: [parkingrequest@york.cuny.edu](mailto:parkingrequest@york.cuny.edu).

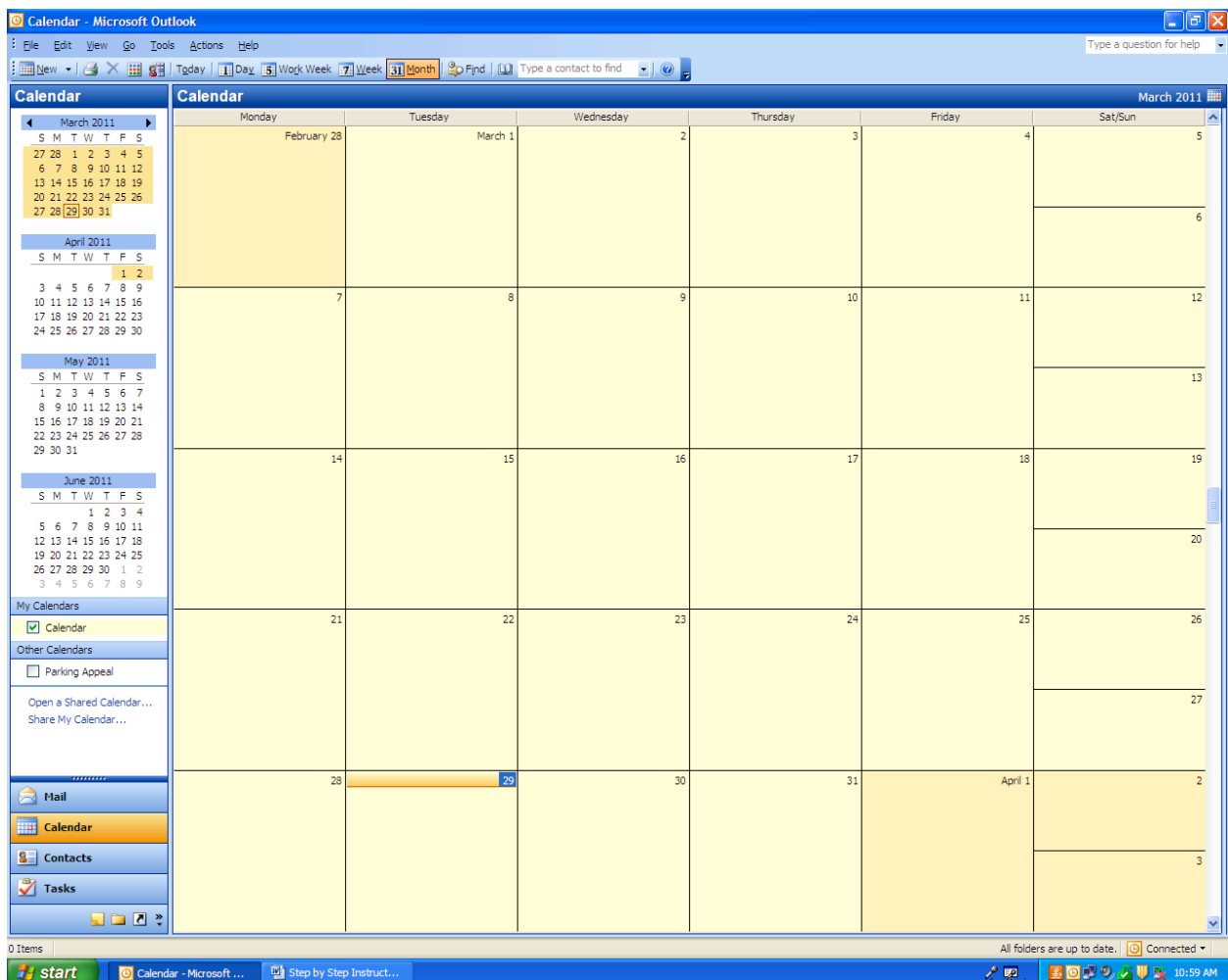
This process is simple and straightforward. The following is a step by step illustration of how you can send your request through your email Outlook calendar.

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)**



**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)

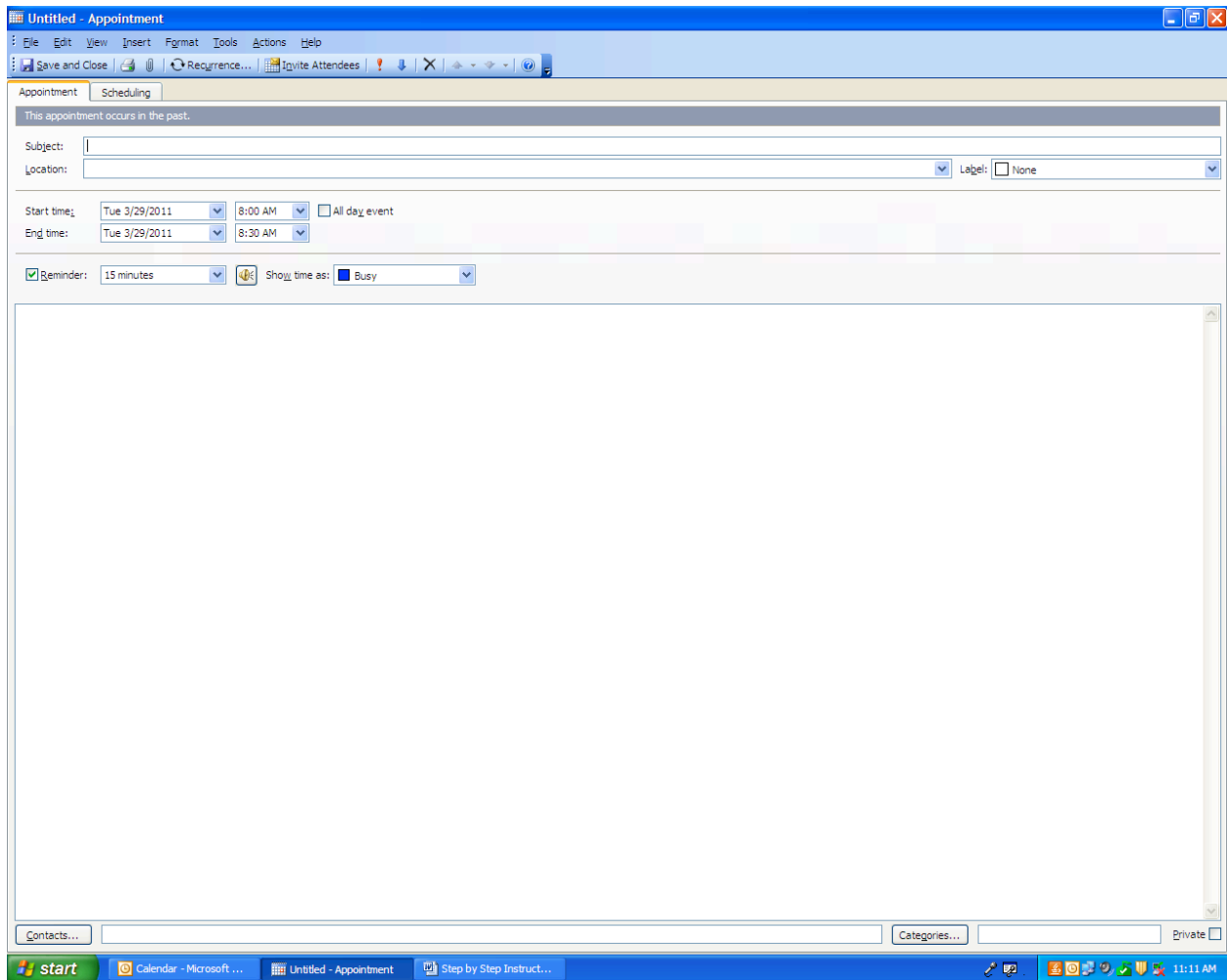
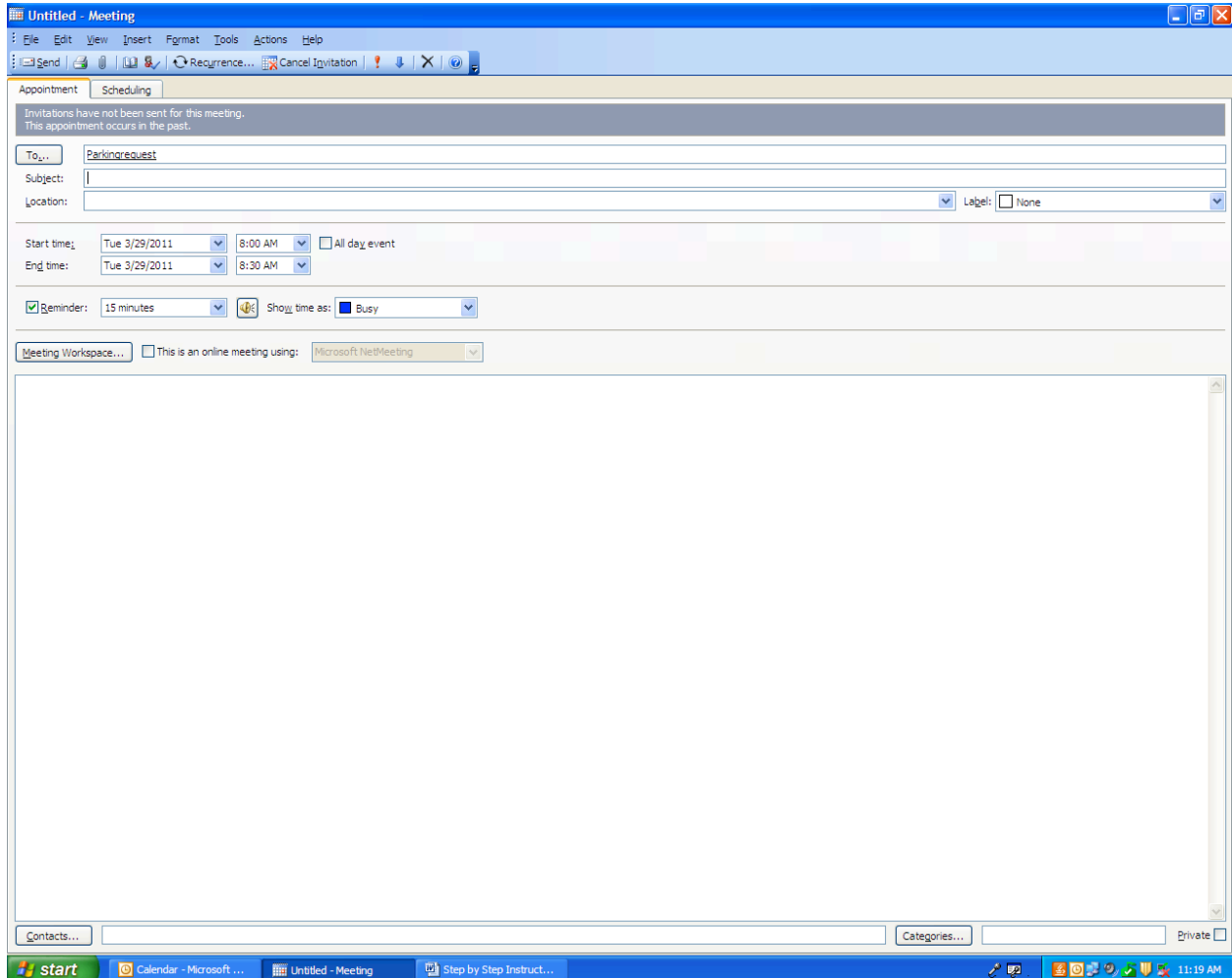


Figure 4: Appointment Screen

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 “Parking Request” in subject line. As shown in the screenshot below.  
**(Figure 3: Email Addressing your Parking Request)**



**Figure 3: Email Addressing your Parking Request**

4) Enter your subject, scheduled date and time; 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; **then click Send** to complete your Parking Request. As shown on the screenshot below (Figure 4)

Courtesy Parking - Meeting

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation

Appointment | Scheduling

Invitations have not been sent for this meeting.  
Conflicts with another appointment on your Calendar.

To: Parkingrequest;

Subject: Courtesy Parking

Location: South Parking Lot Label: None

Start time: Mon 10/24/2011 9:00 AM All day event

End time: Mon 10/24/2011 12:00 PM

Reminder: 15 minutes Show 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.

YEAR: 2010  
MAKE/MODEL: FORD/ESCORT  
COLOR: BLUE  
LICENSE PLATE: ERT 321 (NYS)

Request made and/or approved by Department Chairperson.

Contacts... Categories... Private

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.

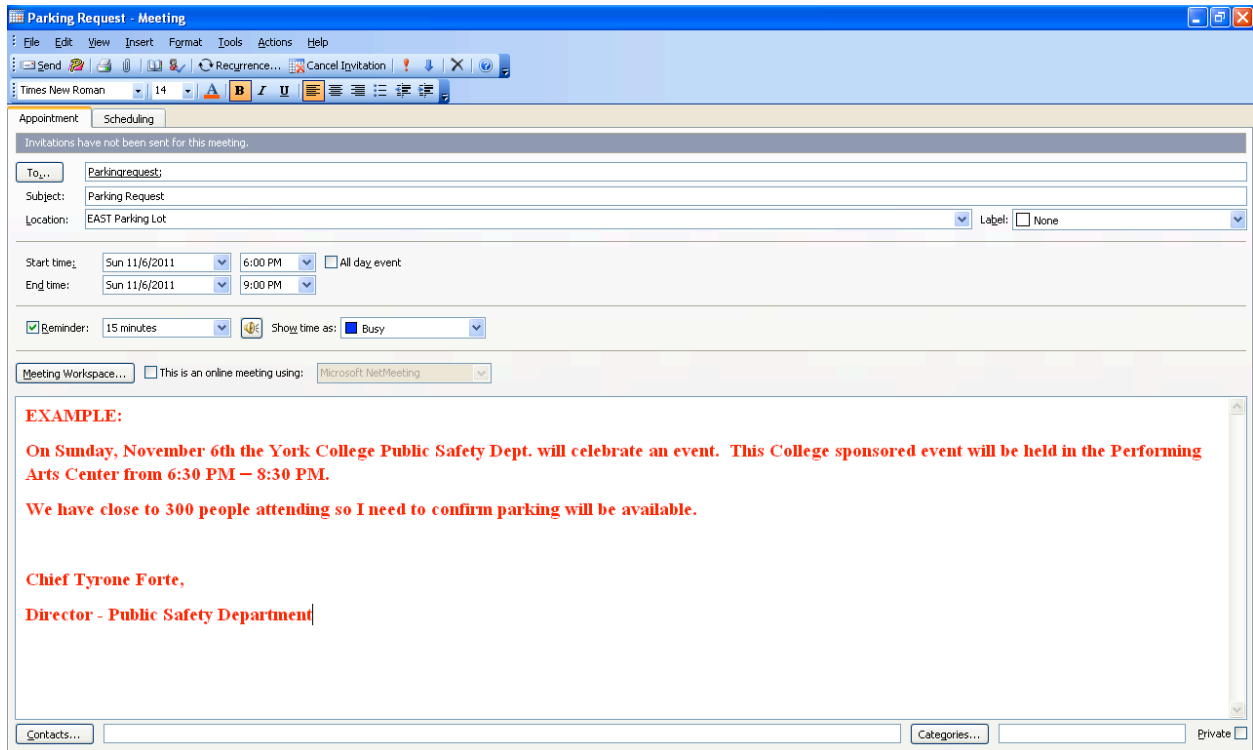


Figure 5: Completing your York College Sponsored Event Parking Request

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.