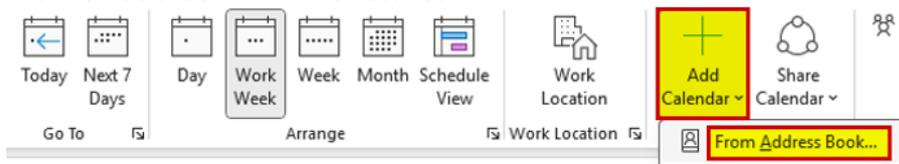


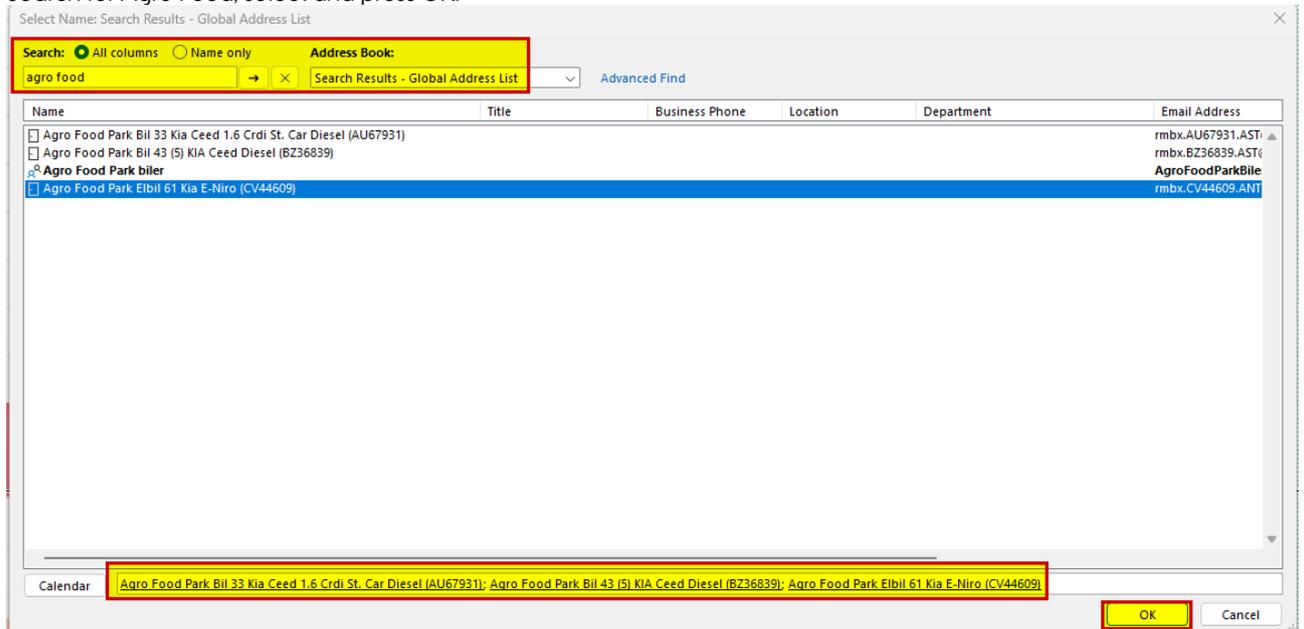
Quick guide: Book faculty cars via Outlook

Check car availability and add cars to outlook

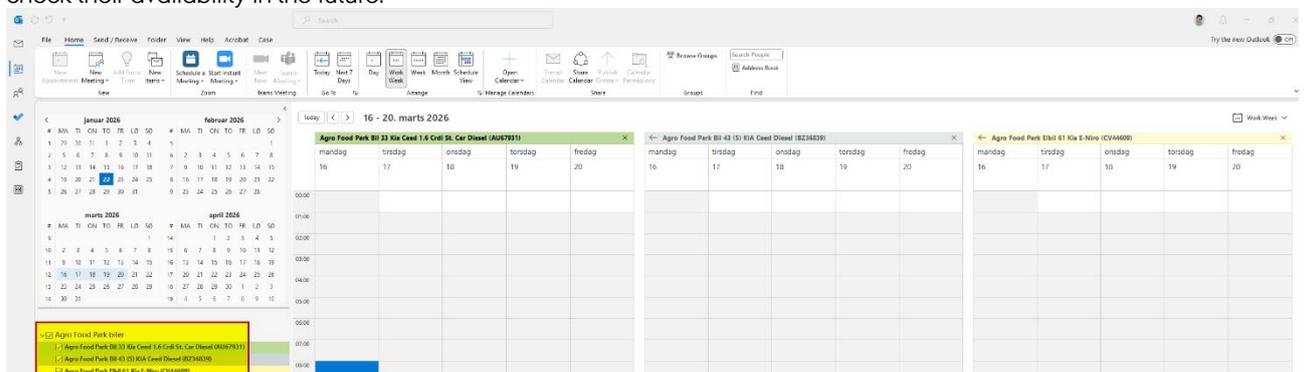
- 1) Open Outlook Calendar.
- 2) Click Add Calendar → From Address Book.



- 3) Search for Agro Food, select and press OK.



The calendars for the three cars will appear on the left-hand side of your Outlook calendar, making it easy to check their availability in the future.



Book a faculty car

1. Open your personal calendar.
2. Create a **new appointment** on the desired date and time. It is important that you enter your name and AUID in the subject field.
3. Click **Required**, search for the car, select it, click OK, press send.
4. Confirmation email arrives, appointment appears in both calendars.
5. Remember to update your Outlook booking if you make any changes.
6. If you make an all-day reservation, it is important to change the vehicle's status from available ('ledig') to reserved ('optaget').

Important notes

- Check duration: Make sure the appointment reflects exact usage time.
- Return on time: Ensure car is returned in case another booking follows.
- Cars not being returned the same day must be back at FOOD by 7:50 am the following morning. It is not permitted to take the car home overnight.
- A vehicle can only be booked for a maximum of one week at a time.

Before

Please ensure that the previous mileage has been recorded correctly. The logbook must always remain in the glove compartment of the car.

After

Upon returning the vehicle, log the new mileage. Enter your full name and AUID, do not log your phone number.

Faculty cars must always be returned with at least ¼ tank of fuel.

Do not use your personal AU credit card to refuel the car. Designated credit cards for this purpose are provided in the logbook, and the code is noted there.