

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.

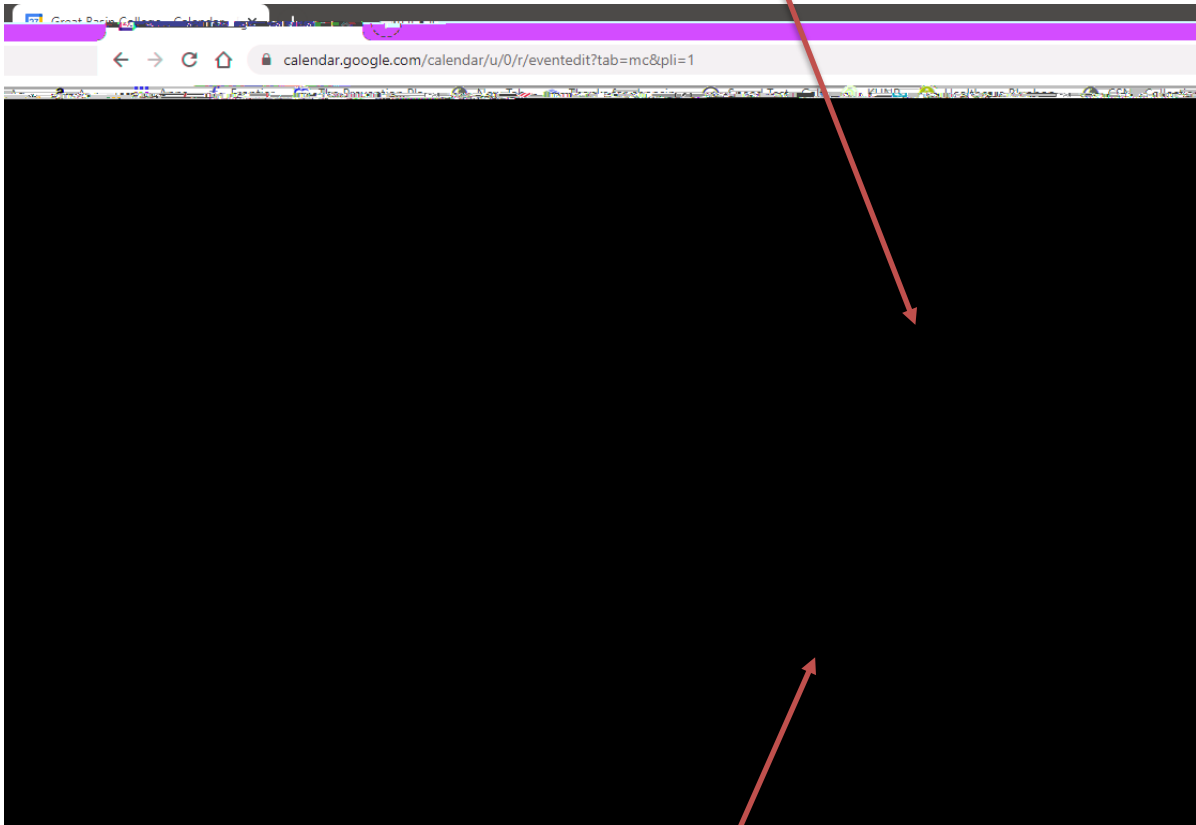


Click on 'Calendar'. This should bring up your calendar.

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

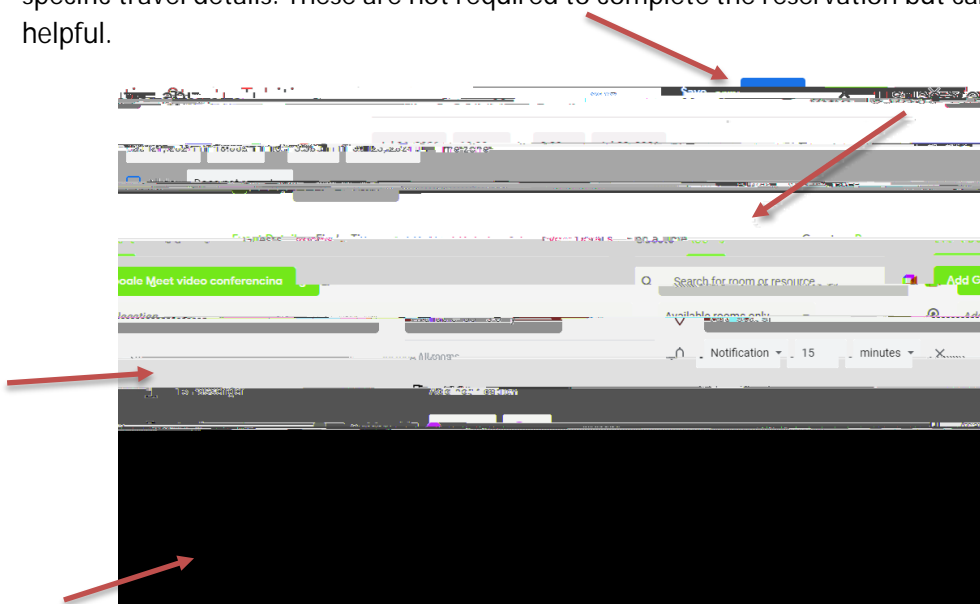
When it first opens

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.