Got Vans?

Another feature of the new email system….

Ever need to know if a college van is available? Here is how you can find out anytime by viewing the PVC van calendar.

1. Open your email program Microsoft Outlook.
Click the little + sign next to "All Public Folders".
Click the little + sign next to the “Business Office Folder”
Click once on the "Vans" calendar icon and you will see the Vans calendar on the right. Now you can view any day or week you wish, just like your own calendar in Outlook.

Now you can find out if a van is available any time you want, right from inside Outlook. If you have any problems viewing the vans calendar give one of us a call.

Your IT Dept.