

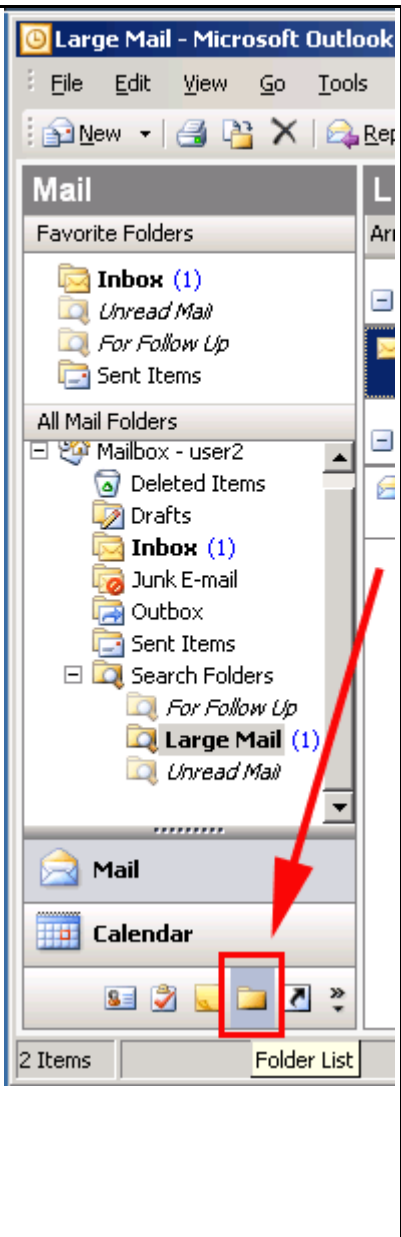
Got Vans?

Another feature of the new email system....

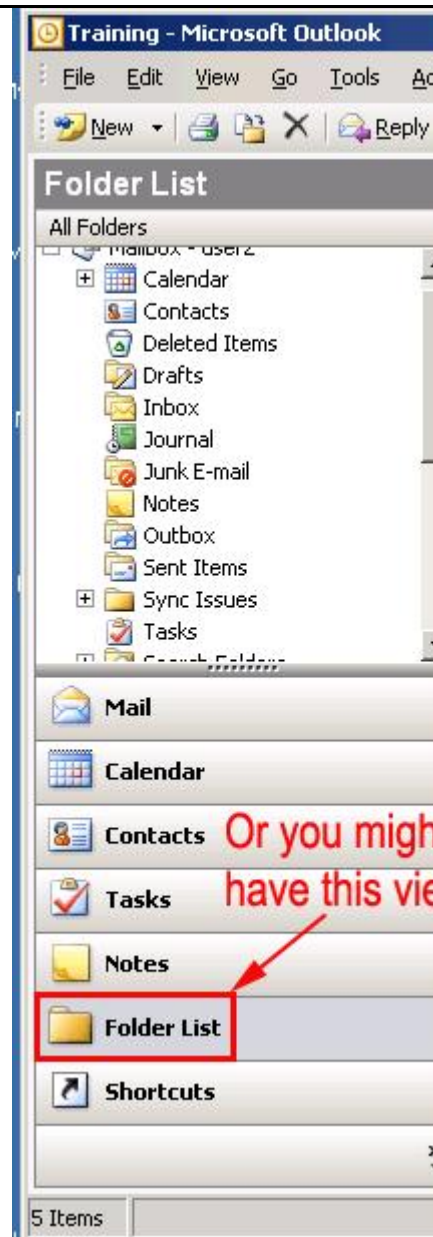
Ever need to know if a college van is available? Here is how you can find out anytime by viewing the PVC van calendar.

1. Open your email program Microsoft Outlook.

In Outlook, click on the "Folder List" icon.



OR

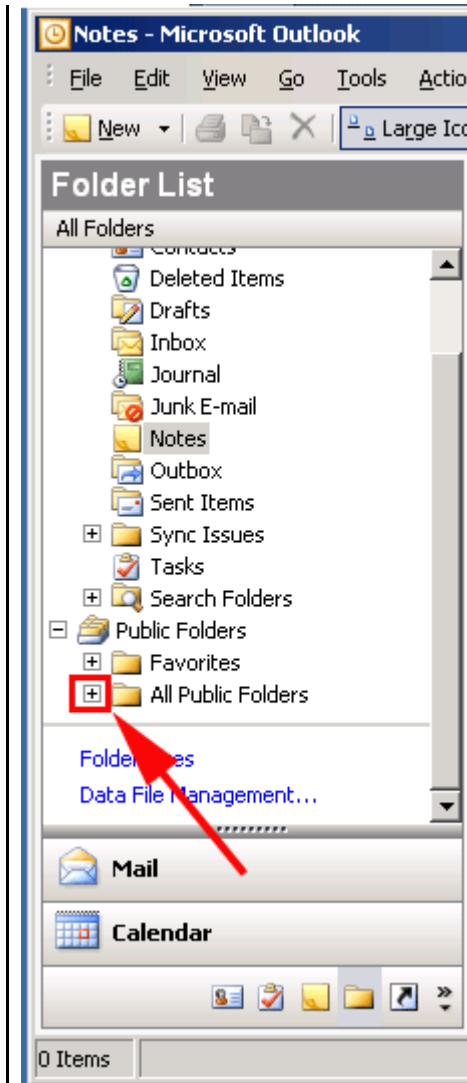


Or you might have this view

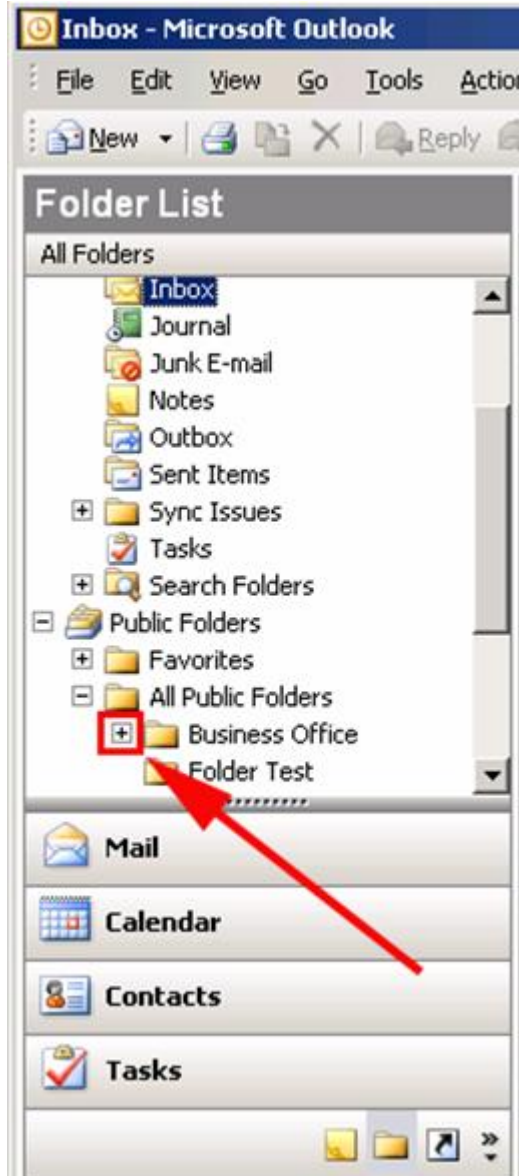
5 Items

Detailed description: The image shows two side-by-side screenshots of Microsoft Outlook. The left screenshot, titled 'Large Mail - Microsoft Outlook', shows the 'Folder List' icon in the bottom taskbar highlighted with a red box. A red arrow points from this icon to the 'Folder List' icon in the right screenshot. The right screenshot, titled 'Training - Microsoft Outlook', shows the 'Folder List' view selected in the bottom taskbar, also highlighted with a red box. A red arrow points from the text 'Or you might have this view' to this icon. The 'Folder List' view displays a tree of folders including Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Junk E-mail, Notes, Outbox, Sent Items, Sync Issues, and Tasks. The bottom status bar of the right screenshot shows '5 Items'.

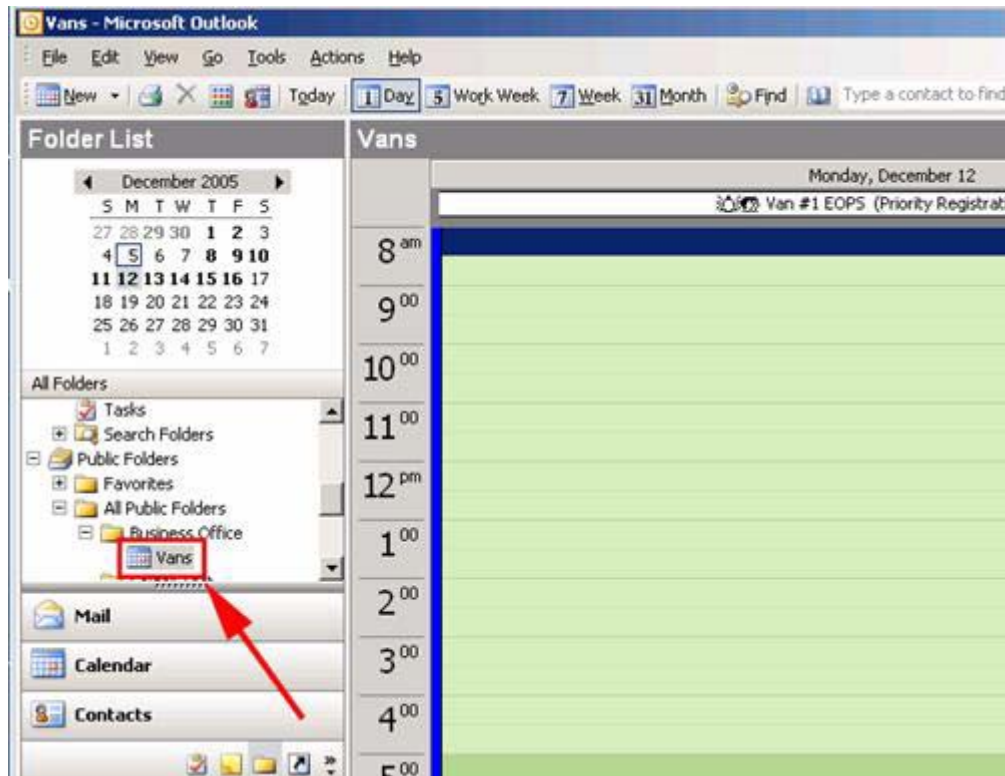
Click the little + sign next to "All Public Folders"



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 is a call.

Your IT Dept.