



March 15, 2019

**Subject: Instructions for How to Reserve Under-desk Bikes from Outlook (Desktop App)**

**Under-desk bikes available for reservation:**

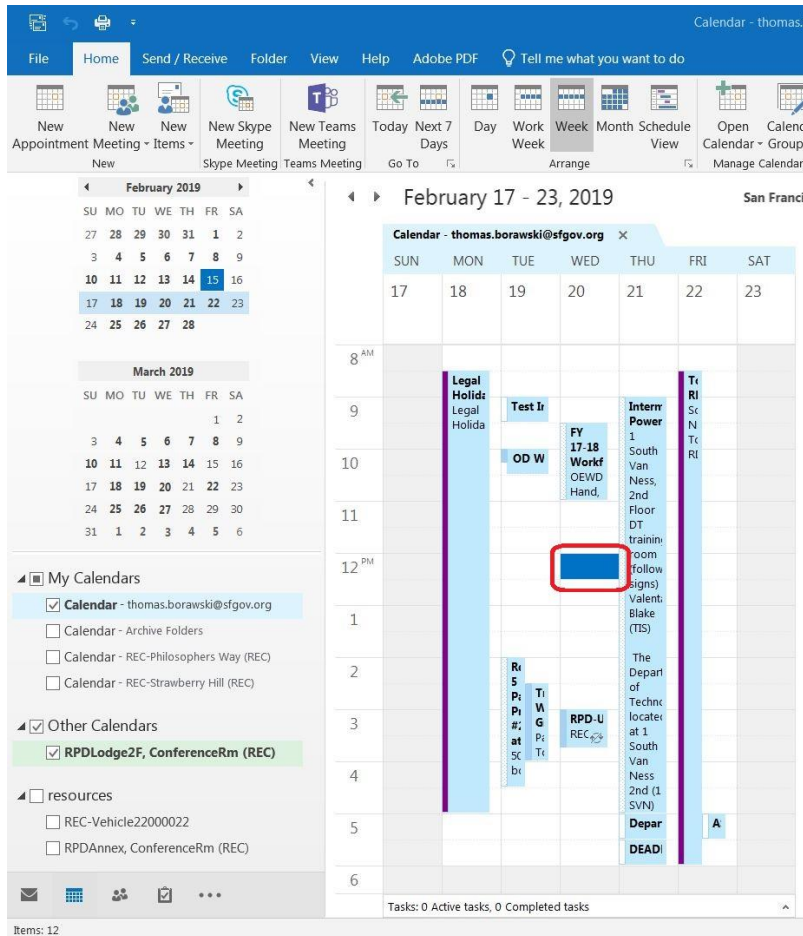
- 1. REC-Strawberry Hill
- 2. REC-Philosopher’s Way

**Under-desk Bike Location:**

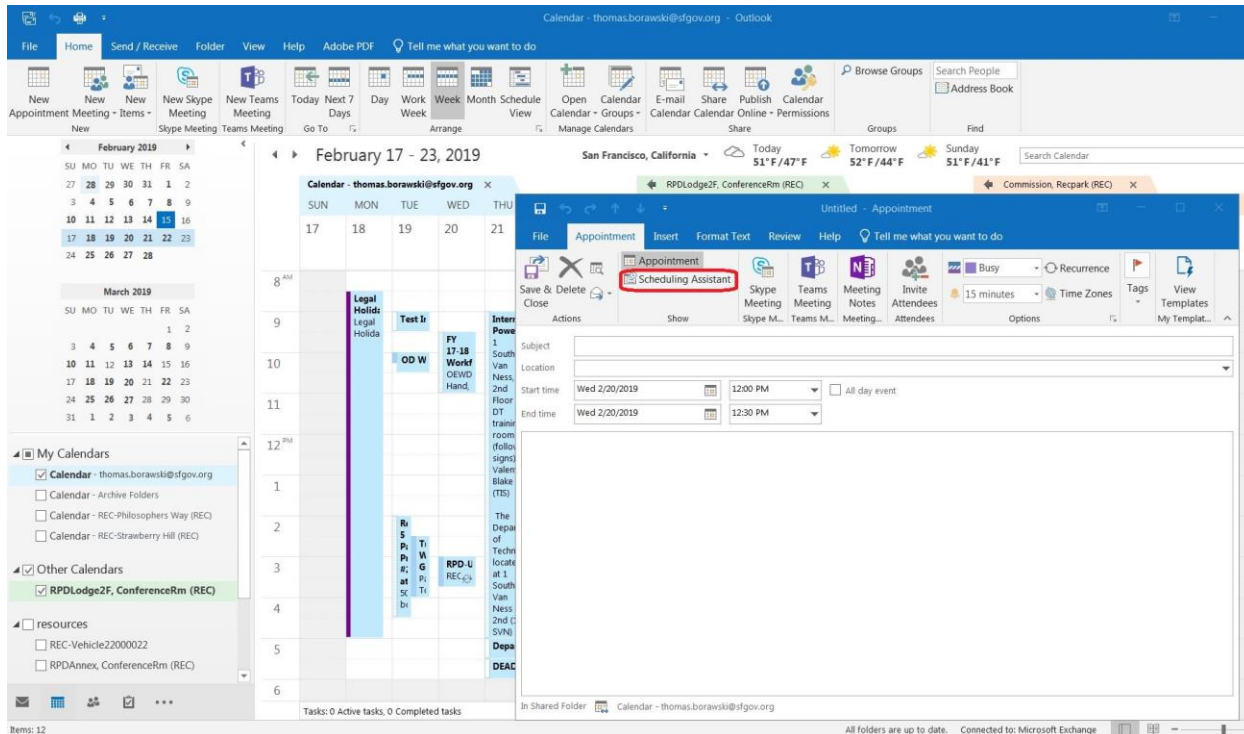
- 1. McLaren Annex (under the mailboxes)

**Reservation Procedures:**

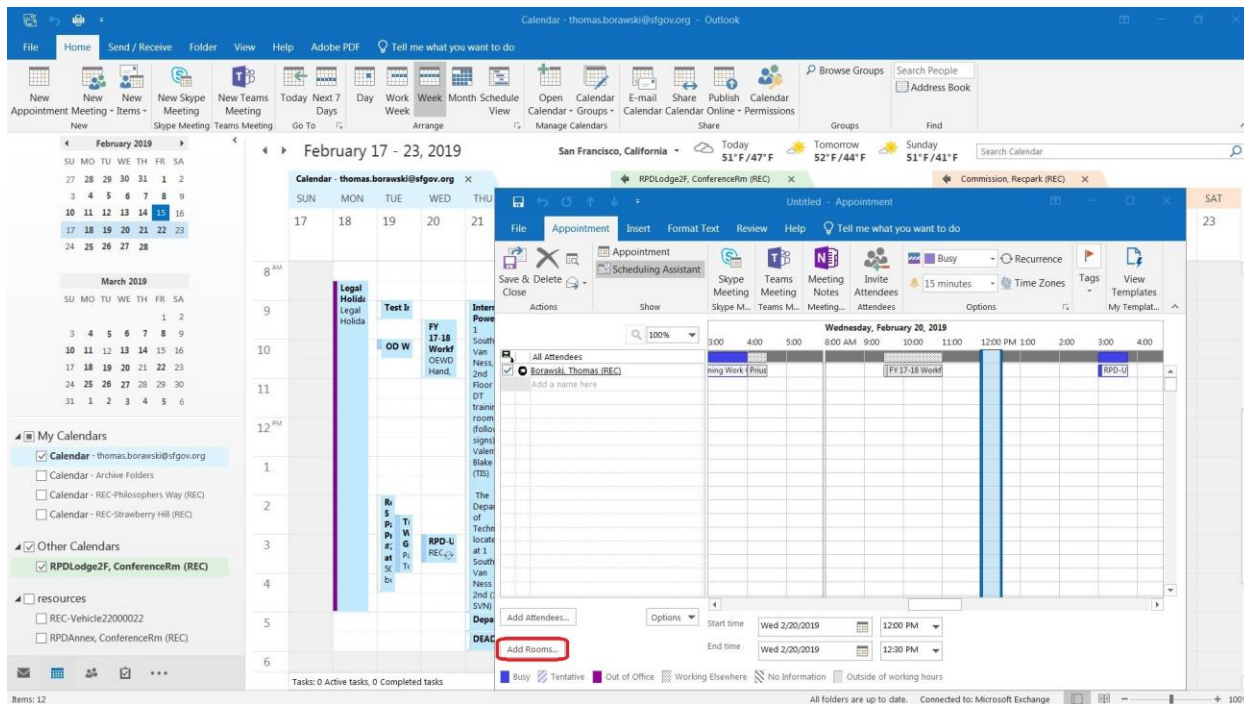
**Step 1: Double Click any spot on your Sfgov outlook calendar, a new window should open.**



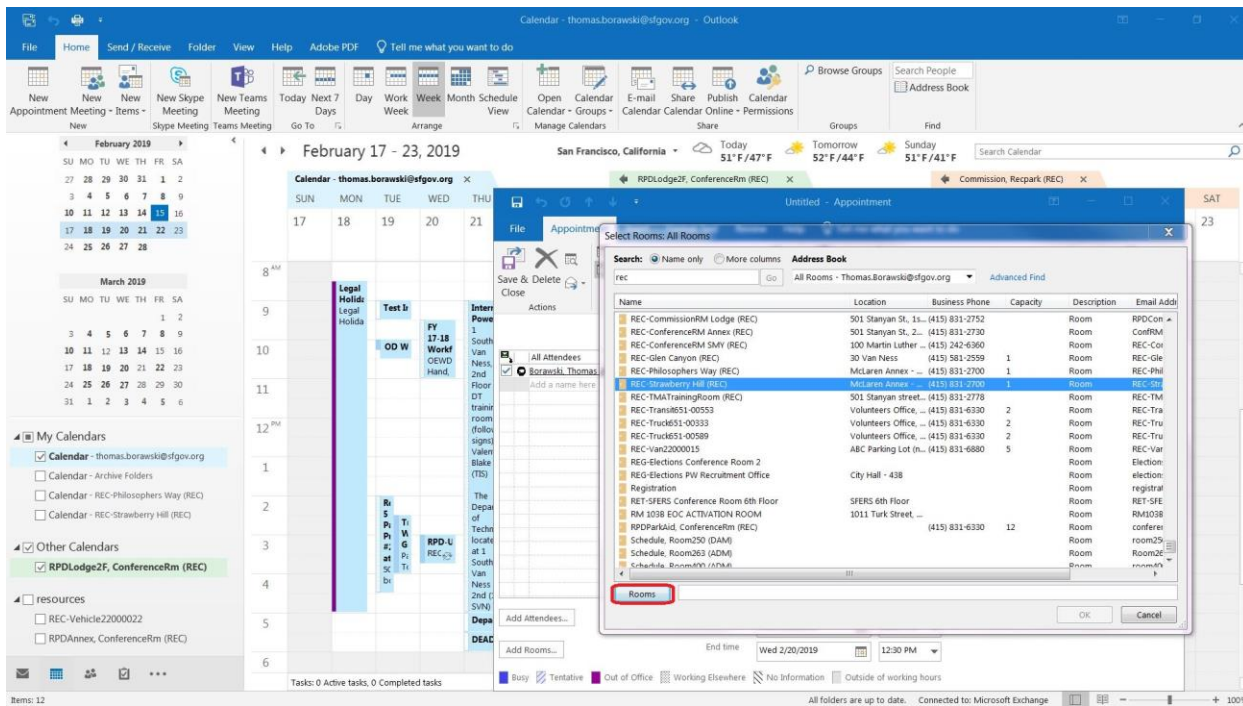
Step 2: In the new window, click on the “Scheduling Assistant” button at the top of the screen.



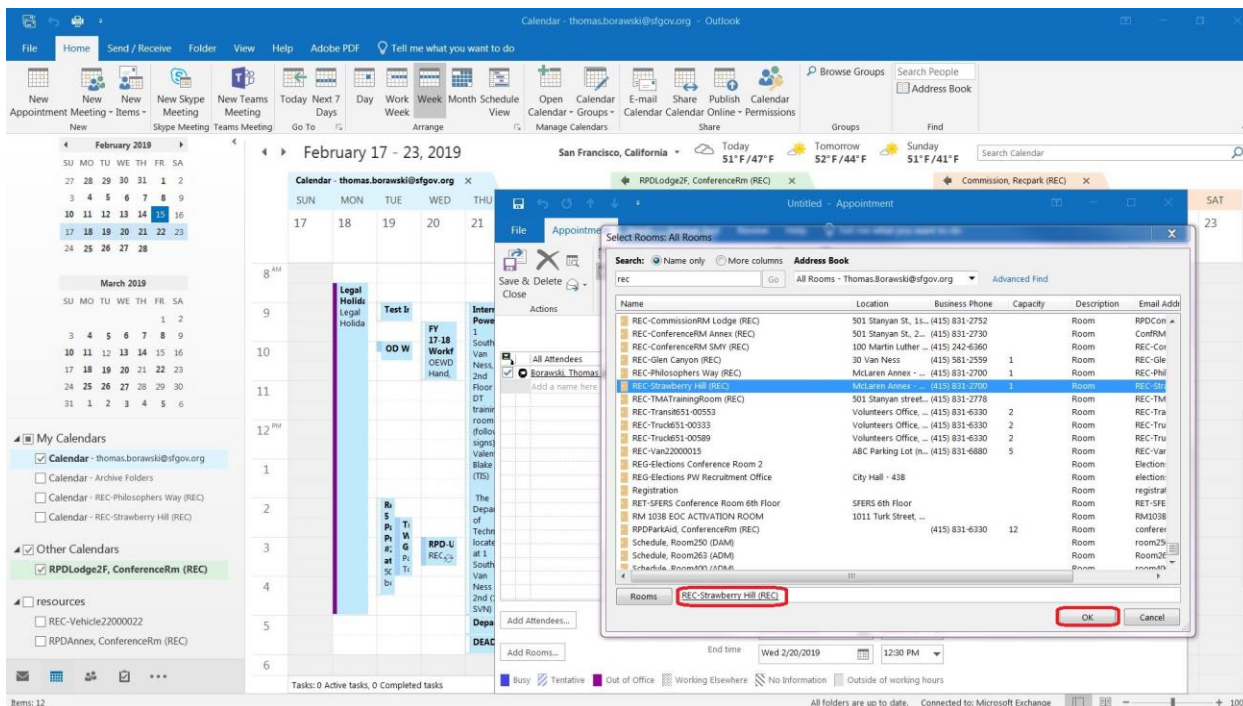
Step 3: Click the “Add Rooms” button in the bottom left corner of the screen.



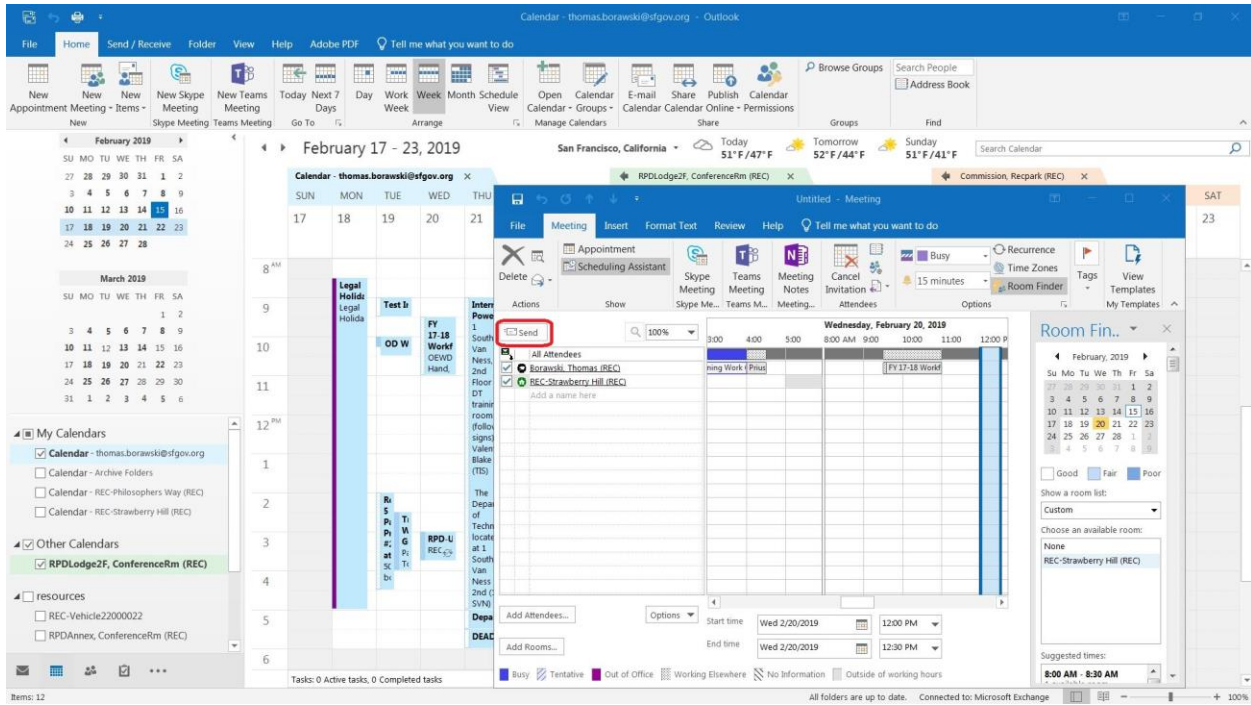
### Step 4: Type "REC" into the search field.



### Step 5: Scroll to the name of the under-desk bike you want to reserve (i.e. REC-Strawberry Hill, REC-Philosopher's Way), select it, and click the "Rooms" button. Click "Ok."



**Step 6: At this point, the Scheduling Assistant screen should provide a line in which you can see the availability of the bike. Add attendees as you normally would, ensure the correct date and time frame are specified at the bottom of the Scheduling Assistant screen and click “Send,” in order to send your request for the bike. *If you do not click “Send,” your reservation will not be made.***



**Step 7: If completed correctly, you should receive an email in approximately 5-10 seconds that states your request to schedule the bike is accepted or denied. If you receive a denial email, you will be provided with the name of the employee with whom you have a scheduling conflict.**

