



March 15, 2019

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

Under-desk bikes available for reservation:

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

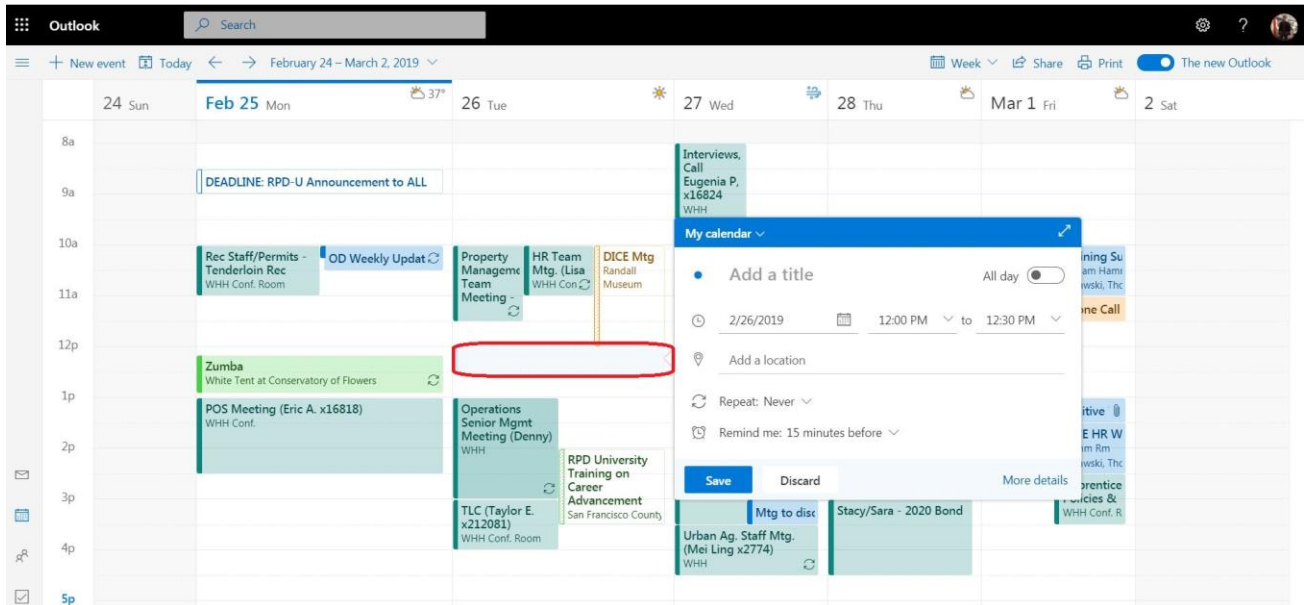
Under-desk Bike Location:

1. McLaren Annex (under the mailboxes)

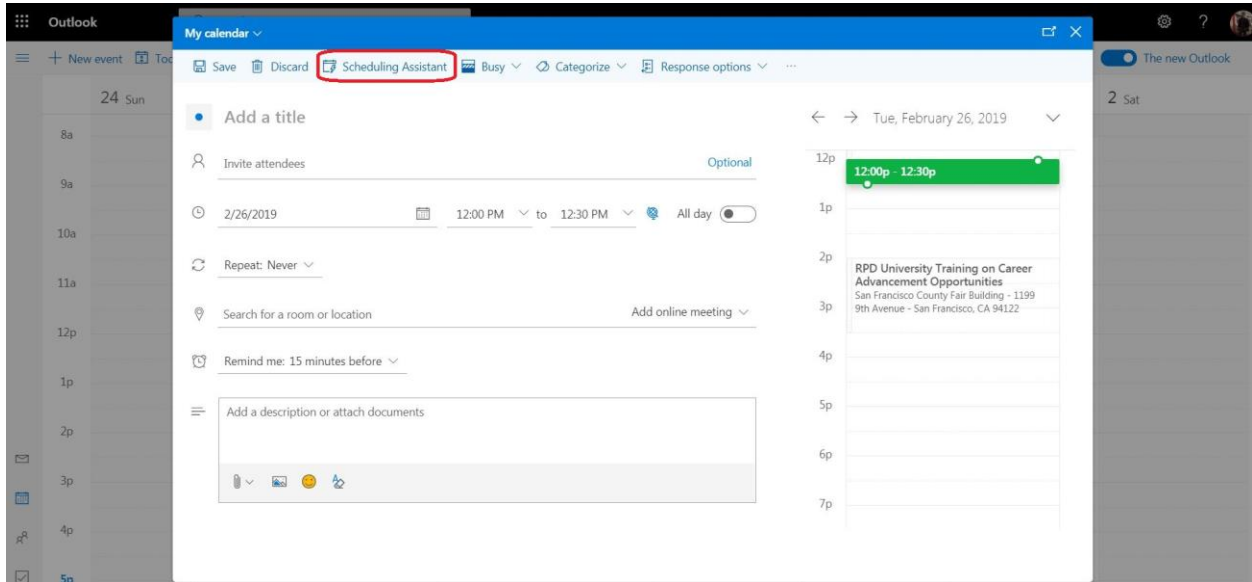
Reservation Procedures:

Step 1: Log into your Sfgov email from Mail.office365.com, and access your calendar.

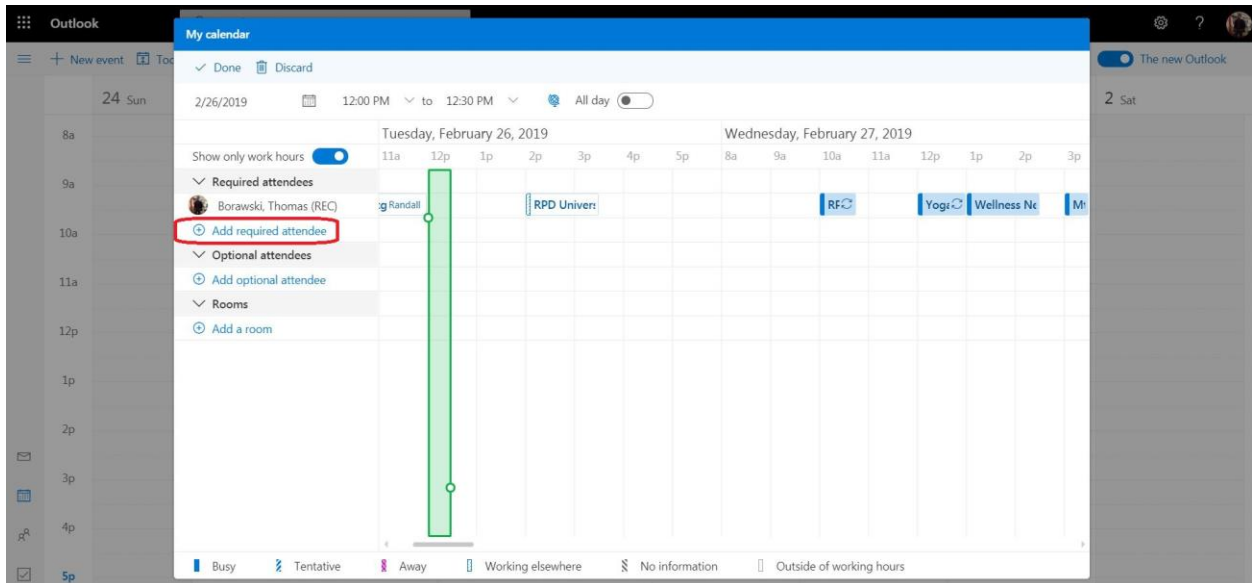
Step 2: Double Click any spot on your Sfgov outlook calendar, a new window should open.



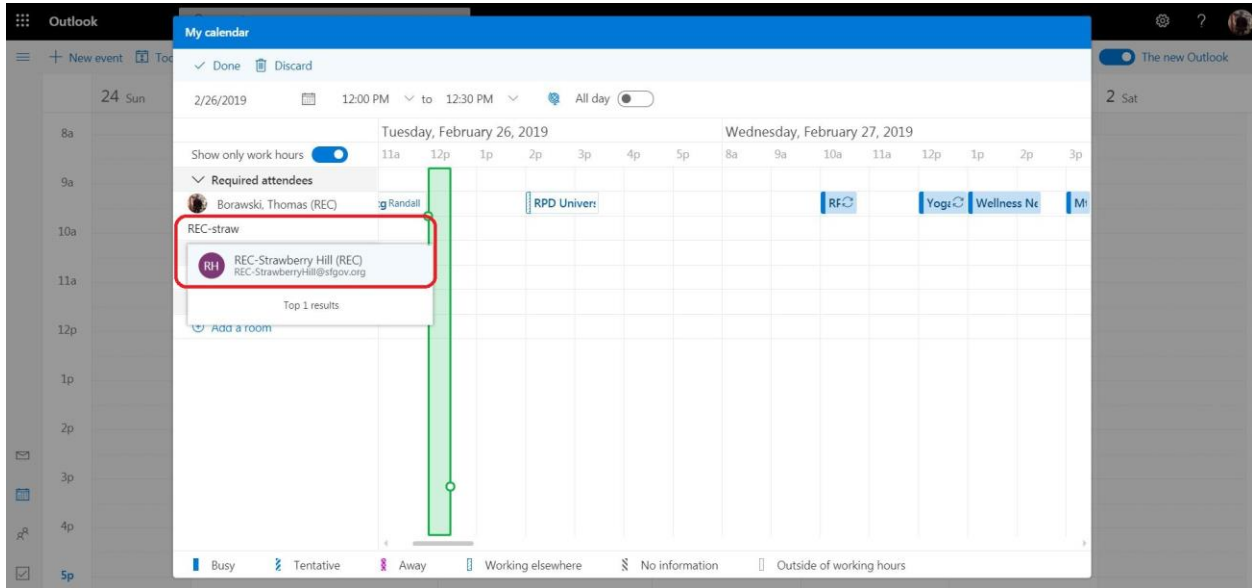
Step 3: In the new window, click on the “Scheduling Assistant” button at the top of the screen.



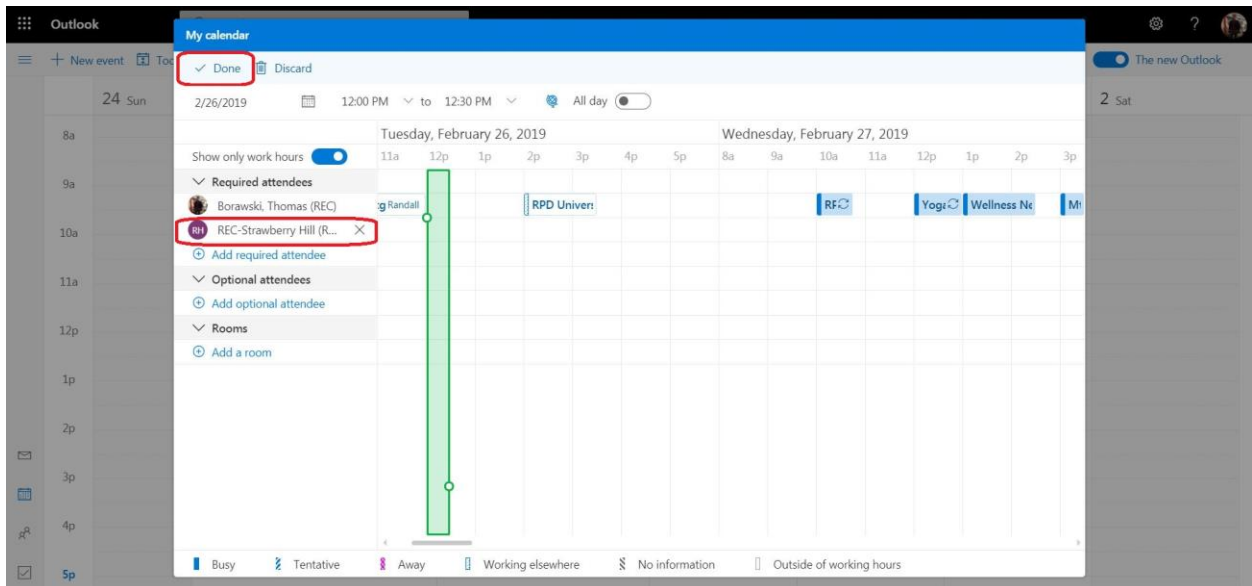
Step 4: Click the “Add Required Attendee” button on the left of the screen.




Step 5: Type “REC-Straw” or “Rec-Phil” into the search field and select the under-desk bike. At this point, the Scheduling Assistant screen should provide a line in which you can see the availability of the bike.










Step 6: Ensure the correct under-desk bike has been added to “Required Attendees” and click the “Done” button. If you do not click “Done” your reservation will not be made.






Step 8: 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.

(No subject) 

 **REC-Strawberry Hill (REC)**
Mon 2/25/2019 5:50 PM
Borawski, Thomas (REC) 


    

 **Accepted:**
 Tue 2/26/2019 12:00 PM - 12:30 PM

 **REC-Strawberry Hill (REC) has accepted this event**

Your request was accepted.

Sent by Microsoft Exchange Server 2016

 Borawski, Thomas (REC)
(No message text) Mon 2/25/2019 5:50 PM