Adding pool cars to Microsoft Outlook 2010 calendar

The grouping of Pool Cars can be done in one of two ways. The vehicles can either be grouped by their location defined in the Global Address List (Method 1) or by creating a Outlook Calendar Group and adding in the required vehicles (Method 2).

Important: For Elgin pool cars the distribution list Elgin Car Pool Vehicles is empty. You need to select the locations within Elgin in order to add vehicles.

Addre	ss Book: Global Addre
File Edi	t Tools
Search:	🙆 Name only 💮 Mo
elgin	
Name	
SE Elgin	n Car Pool Vehicles
C. Flain	High

Method 1

1. Within the calendar view click the Open Calendar button



2. Click From Address Book



3. Find the distribution list that contains the vehicles. Select the entry and click the Calendar button to select. Click ${\sf OK}$





4. The vehicle calendars will appear under the calendar grouping of the name of the distribution list in the Global Address List.

# 📝 HQ Car Pool Vehicles			-	1	1	G. David:
EHQ Corsa 2 Seat SY60 LUA						
EHQ Corsa 2 Seat SY61 YCK	EHQ Corsa 2 Seat SY60 L		Mark Ritc	hie Housing	g Support Visits	
EHQ Corsa 5 Seat SY61 UTF			Mark Ritchie			
EHQ Corsa 5 Seat SY61 VEL						
EHQ Corsa 5 Seat SY61 VEO						
EHQ Corsa 5 Seat SY61 VOK	EHQ Corsa 2 Seat SY61 Y					Alistair Cla
EHQ Corsa 5 Seat SY61 VOP						Austair Ch
EHQ Corsa 5 Seat SY61 XSE						
EHQ Corsa 5 Seat SY61 XSJ						
Shared Calendars	ENO COUS 2 2685 2161	Anderson EHQ Corsa 5 Sr Kenneth Ander				
	EHQ Corsa 5 Seat SY61	David Sw EHQ Cor: David Sw	eeney Prop sa 5 Seat SY6 reeney	erty Survey 1 VEL	s (Booked on bi	chalf of Graham H
	EHQ Corsa 5 Seat SY61		Gavin Mo EHQ Cors Gavin Mo	Culloch PW a 5 Seat SV6 Culloch	rs 51 VEO	Lynn Blair Buckie J30 Lynn Blair
	EHO Corsa 5 Seat SY61 \	Douglas Taylor Services Surveys EHQ Corsa 5 Seat SY61 VOK Douglas Taylor				
A Mail		The local designment	al Income the Name		Yi li	E
Calendar	EHO Corsa 5 Seat SY61	V William Holding site visit EHQ Corsa 5 Seat 5/61 VOP William Holding				
Sontacts	THE COMPTON CONTRACT				Contraction -	
📝 Tasks	ENO CONS 5 Seat 3761 3		lossie hig Brenda W	eaver mee h leaver	auchemack Sandy Livingst	one staff cover fo
100 mm 7.01		1000				

5. Please note that individual pool car calendars can't be removed.



Method 2

1. Within the calendar view click the Calendar Groups button.



2. Click Create New Calendar Group



3. In the Create New Calendar Group dialog box enter a name for the group. Click **OK**.

Create New Calend	ar Group	- ? - X -
Type a name for the	new calendar group	
My Pool Cars		
	OK	Cancel

4. Search for the individual pool cars and add them to using the **Group Members** button. Click **OK** to add. **Do not select the distribution list entry as this will group the vehicles described in Method 1**.

EHQ	Go Global Ad	dress List - craig.simpson2	Adyanced Find
Name	Title	Business Phone	Location
EHQ Corsa 2 Seat SY60	LUA		
EHQ Corsa 2 Seat SY61	YCK		
EHQ Corsa 5 Seat 5Y61			
EHQ Corsa 5 Seat SY61			
EHQ Corsa 5 Seat SY61			
EHQ Corsa 5 Seat SY61	VOK		
EHQ Corsa 5 Seat 5Y61	VOP		
EHQ Corsa 5 Seat SY61	XSE		
EHQ Corsa 5 Seat SY61	X53		
8 ehs project			
8 EHSKitchen	55 TANYA SILATAN SILATAN	nervisor 01343812767	Lossiemouth Sport
8 EHSKitchen 8 Eileen Riddell	Sport & Leisure Su	per riser sterrer et	
S EHSKitchen Eileen Riddell Eileen Stewart	Sport & Leisure Su Catering Supervis	or 01343821478	Milnes High School
S EHSKitchen Eileen Riddell Eileen Stewart Eileen Wood	Sport & Leisure Su Catering Supervis Social Worker	or 01343821478 01343563557	Milnes High School Elgin, Rose Cottaç
 EH5Kitchen Eileen Riddell Eileen Stewart Eileen Wood Filv Webster 	Sport & Leisure Su Catering Supervisi Social Worker Planning Officer	or 01343821478 01343563557 01343563287	Milnes High School Elgin, Rose Cottag HO - Room 221a
 EHSKitchen Eileen Riddell Eileen Stewart Eileen Wood Filv Webster 	Sport & Leisure St Catering Supervis Social Worker Planning Officer	or 01343821478 01343563557 01343563287	Milnes High School Elgin, Rose Cottag HO - Room 221 a F
SEHSKitchen SEideen Riddell SEideen Riddell SEideen Stewart SEideen Wood Filv Webster Group Members -> EHK	Sport & Leisure St Catering Supervis Social Worker Planninn Officer III Corsa 2 Seat SY60 LUA; EHC	01343821478 01343563557 01343563287	Milnes High School Elgin, Rose Cottaç HO - Room 221a F

5. The vehicle calendars will appear under the calendar grouping of the name of the distribution list in the Global Address List.

▲ 🗸 My Pool Cars							
EHQ Corsa 2 Seat S160 LUA					1		
J ENQ Corsa 2 Seat 9161 YCK	EHQ Corsa 5 Seat SY61 (Kenneth	Frank Riddell inspect	tions			
V EHQ Corsa 5 Seat SY61 UTF		Anderson EHQ Corsa 5 Seat 5Y61 UTF					
EHQ Corra 5 Seat SY61 VEL		Kenneth Andei	Produk Poladen				
EHQ Corsa 5 Seat 5161 VEO		* Second Second Second			1		
EHQ Corsa 5 Seat SY61 VOK	EHQ Corsa S Seat SY61.	David Sweeney Property Surveys (Book		on behalf of Graham House)			
EHQ Corsa 5 Seat SY61 VOP		David Sweeney	1 VEL				
✓ EHQ Corsa 5 Seat ST61 XSE		Sector Contract					
EHQ Corsa 5 Seat SY61 XSJ				and the second s	<u></u>		
Shared Calendars	EHQ COISE'S Seat STGL	Gavin Mo EHQ Cors Gavin Mo	Culloch PWS a 5 Seat SY61 VEO Culloch	Euckie J3042859 Tyrin Blair	nts		
	EHQ Corsa 5 Seat SY61.)	Douglas 1 EHQ Corr Douglas 1	aylor Services Surveys a 5 Seat \$161 VOK aylor	•			
	EMQ ContaitS Seat SY61.	William Holding site EHQ Corsa 5 Seat SY William Holding	visit SI VOP				
	EHQ Corse S Seat SY61 >	Brenda W	eaver Sandy Lis	ringstone staff cover for Dawn	Mba		
		lossie hig Brenda W	h auchema (eaver Sandy Liv	ck ingstone	EHQ EHQ Mha		
Mail	ENO Cours & Task Friday	Marrie Date	an help H of Kat	ulus Daub	0		
Calendar	FUA COURT 7 9682 2187 5	EHQ Cors Karen Dal	y on denair or it. I sen a 5 Seat SY61 XSJ y	VICE LIENS			

6. To add additional vehicle calendars right click on the calendar group. From the pop up menu select **Add Calendar – From Address Book**.



7. As in step 4, Search for the individual pool cars and add them to using the **Calendars** button. Click **OK** to add.

earch: 🤐 Name only	Moge columns	Address Book			
EAX	Go	Gobal Address List - oraig.smpson2	٠	Adyanced Fir	10
Name	Title	Business Phone	Lo	cation	
EAX Corsa 2 Seat SY6	1700				Ē,
EAX Corse 5 Seet SY6	IO LIRIG				
EAX Corse 5 Seek Std					
EAV Corse 5 Seat SY6	A VPF				
EAX Corse 5 Seet Str					
EAX Corse 5 Seat 5Ye	I WEN				
BAX Come 9 Seet Std					
EAX Corse 5 Seal SY6					
BAX Corse 5 Seet SY6					
EAX Corse 5 Seet SYE					
EAX Corse 5 Seeh SY6	1 195				
EAX Corse 5 Seat SYL					
EFEAX Corsa 5 Seak SV6					
EAX Corse 5 seet SY6					
FFRE Corsa 7 Saat SYA	OURF		Got	ninn Street	
51	1871				
Calendar -> EAX Cor EAX Cor EAX Cor EAX Cor	sa 5 Seat SY61 VPF: sa 5 Seat SY61 XRZ sa 5 Seat SY61 XSC sa 5 Seat SY61 XSC	EAX Corsa 5 Seak 5Y61 VP3: EAX Corsa 5 Sea EAX Corsa 5 Seak 5Y61 XSA; EAX Corsa 5 Sea EAX Corsa 5 Seak 5Y61 XSF; EAX Corsa 5 Sea EAX Corsa 5 Seak 5Y64 VBE	t SY61 R SY61 t SY61	<u>WFN;</u> XSB; XSG;	

8. The additional calendars will display in the calendar group.

▲ 🗹 My Pool Cars		EAX Corsa 5 Seat
EHQ Corsa 2 Seat SY60 LUA		Kelly Watson
EHQ Corsa 2 Seat SY61 YCK	EAX Corsa 5 Seat SY61 V	Ailsa Findlayson FH visits
✓ EHQ Corsa 5 Seat SY61 UTF		EAX Corsa 5 Seat SY61 VEV
✓ EHQ Corsa 5 Seat SY61 VEL		Ailsa Findlayson
EHQ Corsa 5 Seat SY61 VEO		
EHQ Corsa 5 Seat SY61 VOK	EAX Corsa 5 Seat SY61 V	Russell Anderson
✓ EHQ Corsa 5 Seat SY61 VOP		EAX Corsa 5 Seat SY6
✓ EHQ Corsa 5 Seat SY61 XSE		Russell Anderson
🔽 EHQ Corsa 5 Seat SY61 XSJ 💻		
EAX Corsa 2 Seat SY61 YLU	EAX Corsa 5 Seat SY61 V	Peter Devine area visits
▼ EAX Corsa 5 Seat SY60 URG		EAX Corsa 5 Seat SY61 VPJ
EAX Corsa 5 Seat SY61 VEV		recei Devine
Z EAX Corsa 5 Seat SY61 VPF		
EAX Corsa 5 Seat SY61 VPJ	EAX Corsa 5 Seat SY61 W	FLEET - INSPECTION
EAX Corsa 5 Seat SY61 WFN		
EAX Corsa 5 Seat SY61 XRZ		
EAX Corsa 5 Seat SY61 XSA		
✓ EAX Corsa 5 Seat SY61 XSB	EAX Corsa 5 Seat SY61 X	08:00
✓ EAX Corsa 5 Seat SY61 XSC		
EAX Corsa 5 Seat SY61 XSF		
🔽 EAX Corsa 5 Seat SY61 XSG	EAN Comp E Sook SWG1 W	ELEET INCRECTION
EAX Corsa 5 Seat SY61 XSH	EAN CODA 5 SEAT SY61 X	FLEET - INSPECTIVIN
EAX Corsa 5 seat SY64 YBE		

9. To remove a pool car calendar right click on the calendar and from the pop up menu click **Delete Calendar**.

