4-H Educational Resource Trunks
To see if a Trunk is Available for Checkout from Fargo or Mandan

2. Open your Outlook calendar.
3. With the Home tab open, select “Month” from the Arrange section of the ribbon. You may need to close some calendars so that you can see your month calendar.

4. Click on the “Open Calendar” button.

5. Select “From Room List” from the drop down list.

6. Type NDSU 4H in the search box.

7. In either the Offline Global Address List Book or the Global Address List Book, you will see a list of trunks. Each trunk starts with NDSU 4H. Trunks are listed in alphabetical order. Trunks with “W” at end of the name are housed in the Mandan extension office.
8. Find the trunk you are interested in reserving from the list. You may need to scroll down to see them all.

9. Select (highlight) the trunk you would like to reserve.

10. Click on the “Rooms” button in the lower left hand corner of the dialog box to add that trunk to the calendar. (Or you can double click the trunk you would like to reserve and it will enter it)

11. Click “OK”.

12. This will bring up this trunk’s calendar. Go to the month/date that you would like to reserve it and see if it is available.

13. Follow the directions below To Request 4-H Trunk from the Distribution Center in Fargo or the Mandan Extension Office

To Request a 4-H Trunk from the Distribution Center in Fargo or the Mandan Extension Office

1. Open Outlook 2010

2. Open your Outlook calendar. Have only your calendar open.

3. With the Home tab selected click on the “New Meeting“ button
4. Depending on the number of calendars you have open, you may need to also select **New Meeting** from the drop down menu the appears.

5. An **Untitled - Meeting** dialog box will appear

6. Click on the “**Rooms**” button on the far right side of the Location box.

7. The **Select Rooms:Offline Global Address List** dialog box comes up

8. Make sure that the Address book in this dialog box is **Offline Global Address List - firstname.lastname@ndsu.edu** or **Global Address List – firstname.lastname@ndsu.edu**

9. Type **NDSU 4H** in the search box.

10. You should see a list of trunks. Each trunk starts with NDSU 4H. The trunks are listed in alphabetical order. Any trunk with a “W” after it is housed in the Mandan extension office.

11. Select (highlight) the trunk you would like to reserve.
12. Click on the “Rooms” button in the lower left hand corner of the dialog box to add that trunk to the calendar. (Or you can double click the trunk you would like to reserve and it will enter it)

13. Click “OK”.

14. An Untitled - Meeting box will come up.

15. In the “To” box you will see the trunk you reserved.

16. Type your name in the “Subject” box.

17. Type your county and phone number in the “Location” box.
18. Change the “Start time” and “End time” to match the dates and times that you would like to reserve the trunk.

19. Click the “Send” button.

20. You should receive an email letting you know that your request has been accepted or denied. Be sure the reservation is on both your personal calendar and the calendar of the trunk you reserved.

**To Make Changes to Your Trunk Reservation**

1. Open your Outlook Calendar
2. Find the trunk reservation on your personal calendar.
3. Double click on the reservation to bring up the trunk reservation.
4. Make the necessary changes to your reservation.
5. Click the Send Update button.
6. You should receive an email accepting or declining the update.

**To Delete a Trunk Reservation**

1. Open your Outlook Calendar
2. Find the trunk reservation on your personal calendar.
3. Double click on the reservation to bring up the trunk reservation.
4. With the Meeting tab selected, click “Cancel Meeting” in the upper left hand corner of this dialog box.
5. Click the “Send Cancellation” button.
6. The reservation will disappear from your calendar before it is removed from the trunk calendar.

Updated 12.2012