

Google Calendar Resources

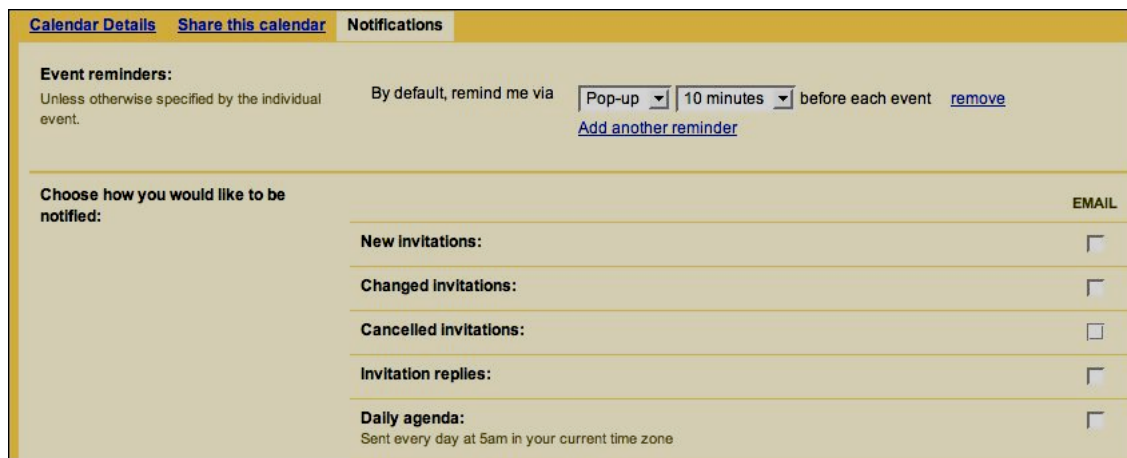


Setting Up a Resource Calendar

- Contact the Help Desk with the following information:
 - Name of the resource; e.g. the building and room number
 - Name of person who will manage the calendar (approve/deny)

After the resource is set up, the calendar will appear under the My Calendars section of the person responsible for maintaining the calendar. This person then does the following:

- Click on the down arrow beside the resource calendar and select “Notifications”
- Click on the check boxes under EMAIL (do the first four unless you want a daily agenda)

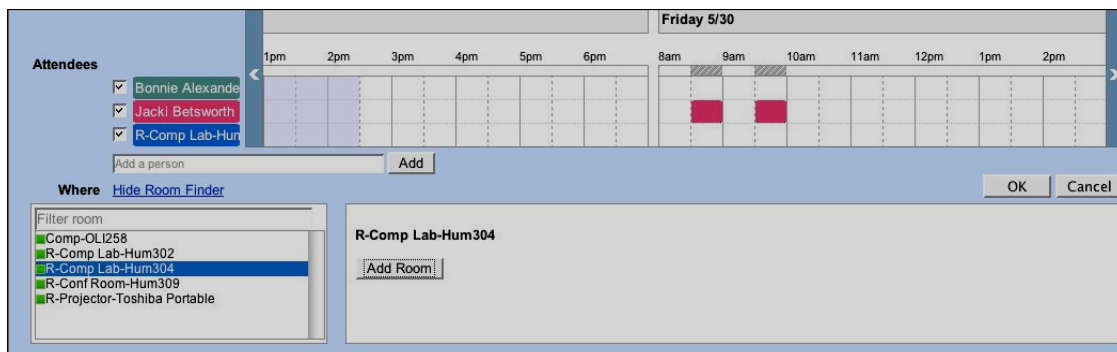


The person responsible for approvals will send an e-mail stating whether or not the reservation has been approved.

Scheduling a Resource

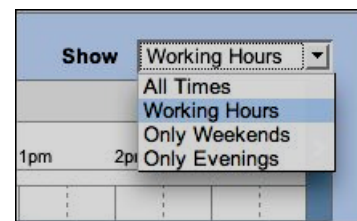
Schedule your meeting just as you would normally do. You will request a room reservation when you check your guests' availability.

- Click on the **Check guest and resource available** link
- Select the resource in the lower left and click the **Add Room** button



If the time slot is not available, check other times. You can use the arrows at either end to scroll to previous dates or to future dates. You can also choose other options using the **Show** drop down menu.

- Click the **OK** button when you locate an acceptable time slot

A screenshot of a reservation form. The 'Repeats' field is set to 'Does not repeat'. The 'Where' field contains 'R-Comp Lab-Hum304'. The 'Calendar' field is set to 'Bonnie Alexander'. The 'Description' field contains 'InDesign demo by Jacki Betsworth'. On the right side, there is a field for email addresses containing 'betsworth@macalester.edu, macalester.edu_3738353536313731373836@reso'. Below this is a link 'Choose from contacts'. At the bottom right, there are two checked checkboxes: 'invite others' and 'see guest list'.

- Click the **Save** button



- Click the **Send** button

You **MUST** send an e-mail message. If you don't, the person who is in charge of approving scheduling of the resource will not be aware of your request unless he/she checks the resource's calendar.

The person responsible for approvals will send you an e-mail stating whether or not the reservation has been approved.

Viewing Resource Calendars

You can view resource calendars at the following URL: www.macalester.edu/its/googleapps/resourcecalendars. Although you cannot schedule a resource, you will be able to view the calendar easily for planning future meetings. If you wish to print a resource calendar, do the following:

- Click on the **Agenda** tab in the upper right
- Click the **Print** link
- Choose your print range and click the **Print** button

