



Calendar setup for administrators

Google™ Apps

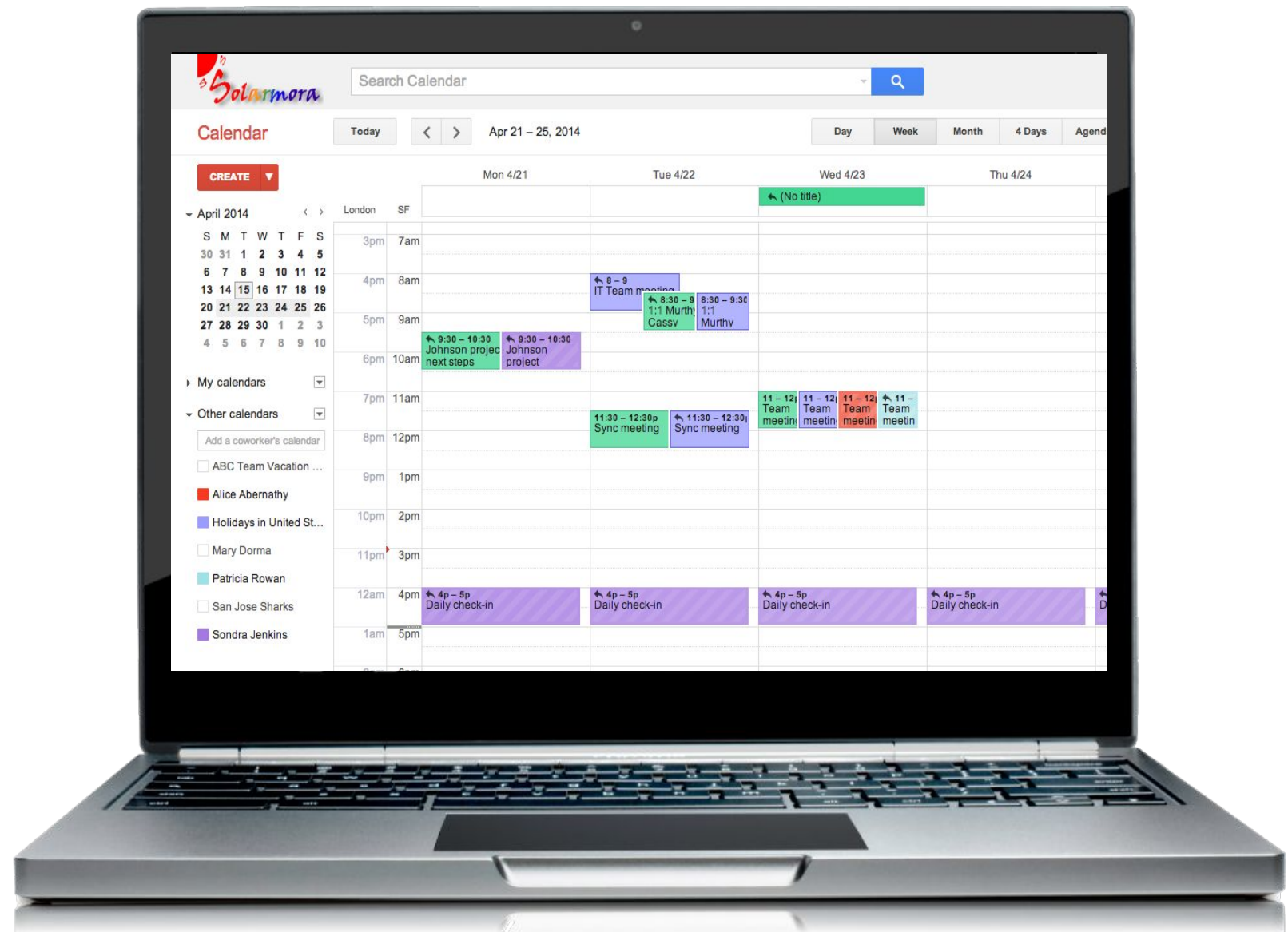
In this guide

1. Tailor calendar sharing settings
2. Import your old calendar
3. Add rooms and other resources
4. Set up business essentials

What you'll need

 A Google Apps Admin account

 30 minutes

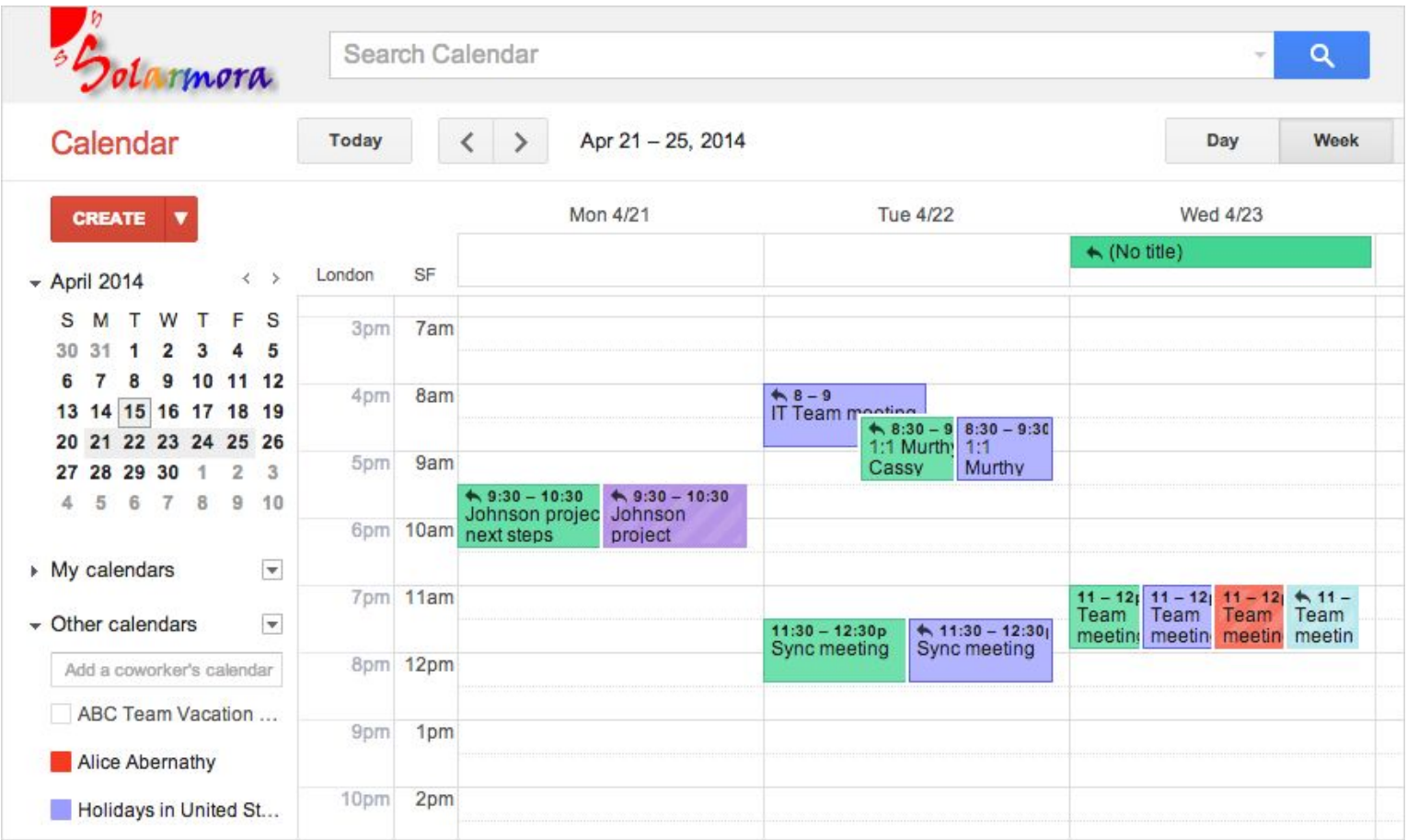


Meet Calendar at work

You might be familiar with Calendar as a way to keep track of your personal schedule. But did you know that Calendar has powerful business features, too?

With Google Apps Calendar, you can create a calendar that's accessible to everyone in your organization, migrate and sync all your calendars, and invite groups to events. And much more!

Here's how we suggest you get started...

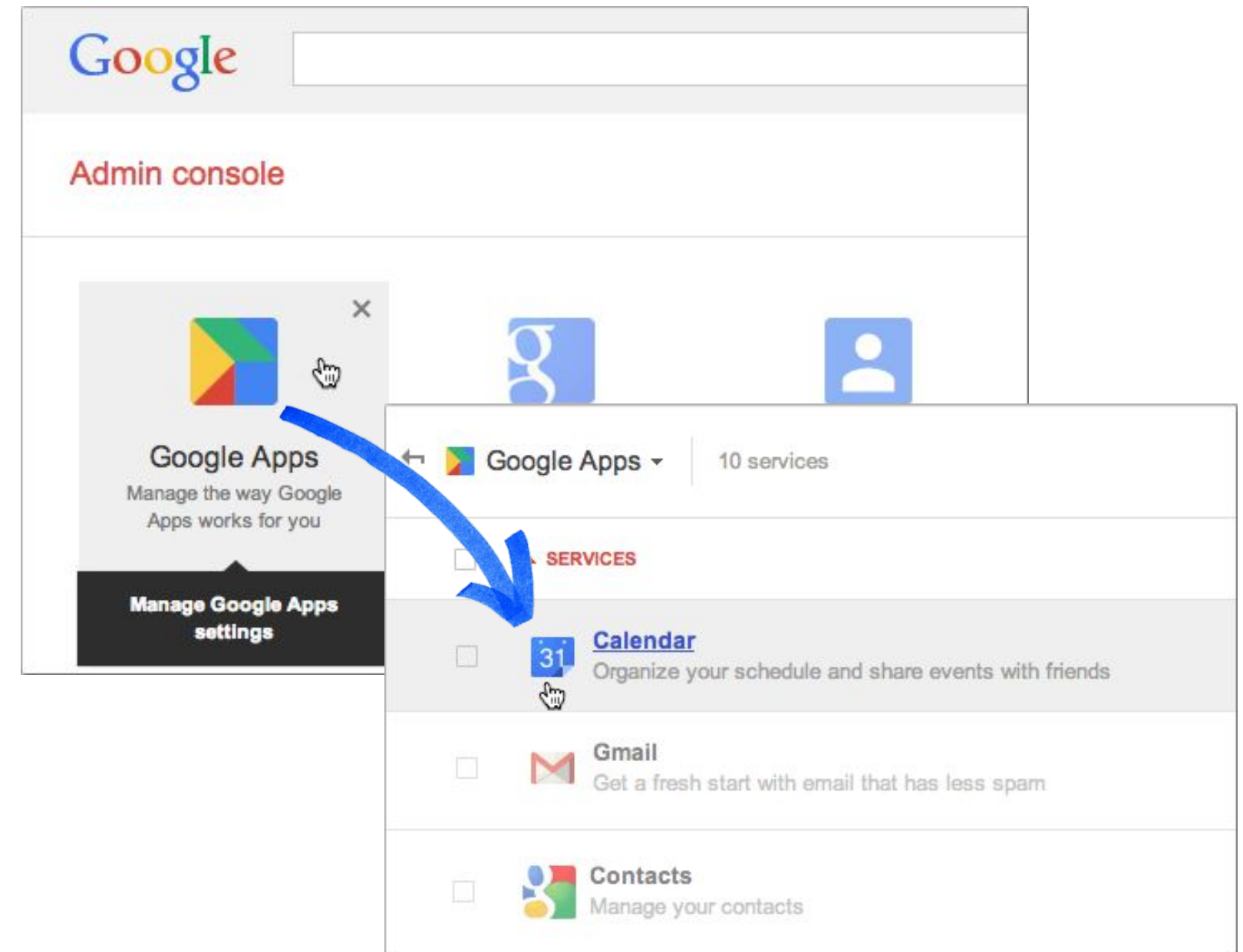


Find Calendar in your Google Admin console

Click a step to browse.

To begin, let's set some sharing guidelines for your team. Do this by going to the Calendar page in your Admin console:

1. Sign in to your [Admin console](#) with your full Google Apps email address and password.
2. Click **Google Apps** on your console's dashboard.
3. Click **Calendar** in your list of apps.

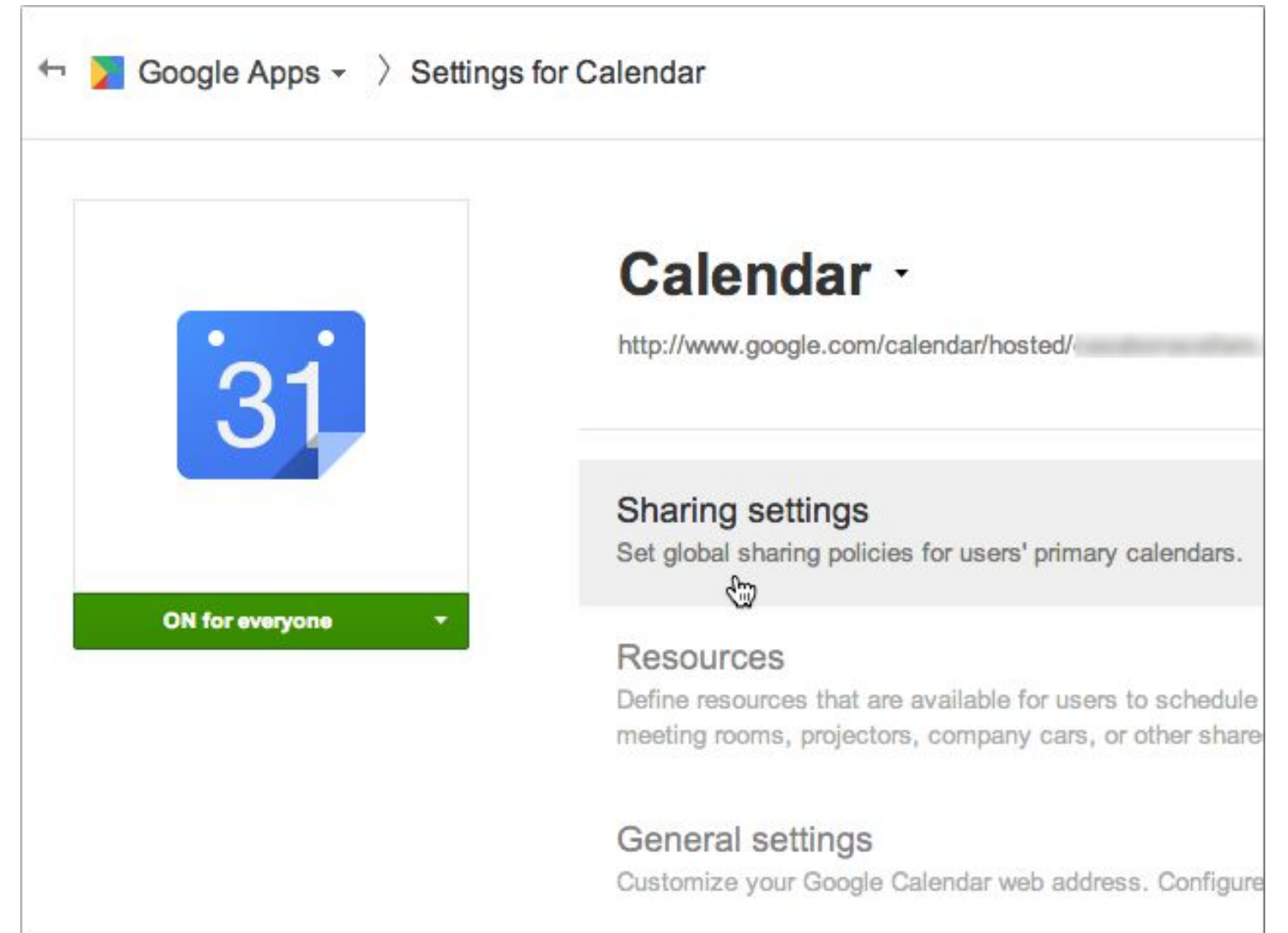


Open Calendar Sharing settings

The **Calendar** page is where you can set policies for how people on your team can use their calendars.

To begin, we recommend taking a look at options for sharing schedules and events—both inside and outside your company.

Click **Sharing settings** to begin.



Choose an internal sharing preference for your team

In **Sharing settings**, you can choose an **Internal Sharing** option to set how each person's calendar is shared when you first create their account. We recommend **sharing all information**—not just the times a person is busy or free, but details about events (which is helpful for managing meetings).

Sharing settings

Internal Sharing options ☐ No sharing
Locally applied ☐ Only free/busy information (hide event details)
☒ Share all information

No matter what you choose here, each person can change their own setting later. They can also choose not to share their calendar at all.

Learn more: [Set calendar sharing options](#) 



Control externally shared calendar information

On the same page, choose an **External sharing** option to control what details people can share with vendors or consultants *outside* your company. For example, you might want outsiders to see each person's free busy information but not specific event details.

This setting affects each person's *primary* calendar. **Save your changes** before leaving this page. Now let's make a separate setting for how people can share other calendars...

Sharing settings

External Sharing options for primary calendars
Locally applied

☒ Only free/busy information (hide event details)

☐ Share all information, but outsiders cannot change calendars

☐ Share all information, and outsiders can change calendars

☐ Share all information, and allow managing of calendars

Save changes

Discard changes

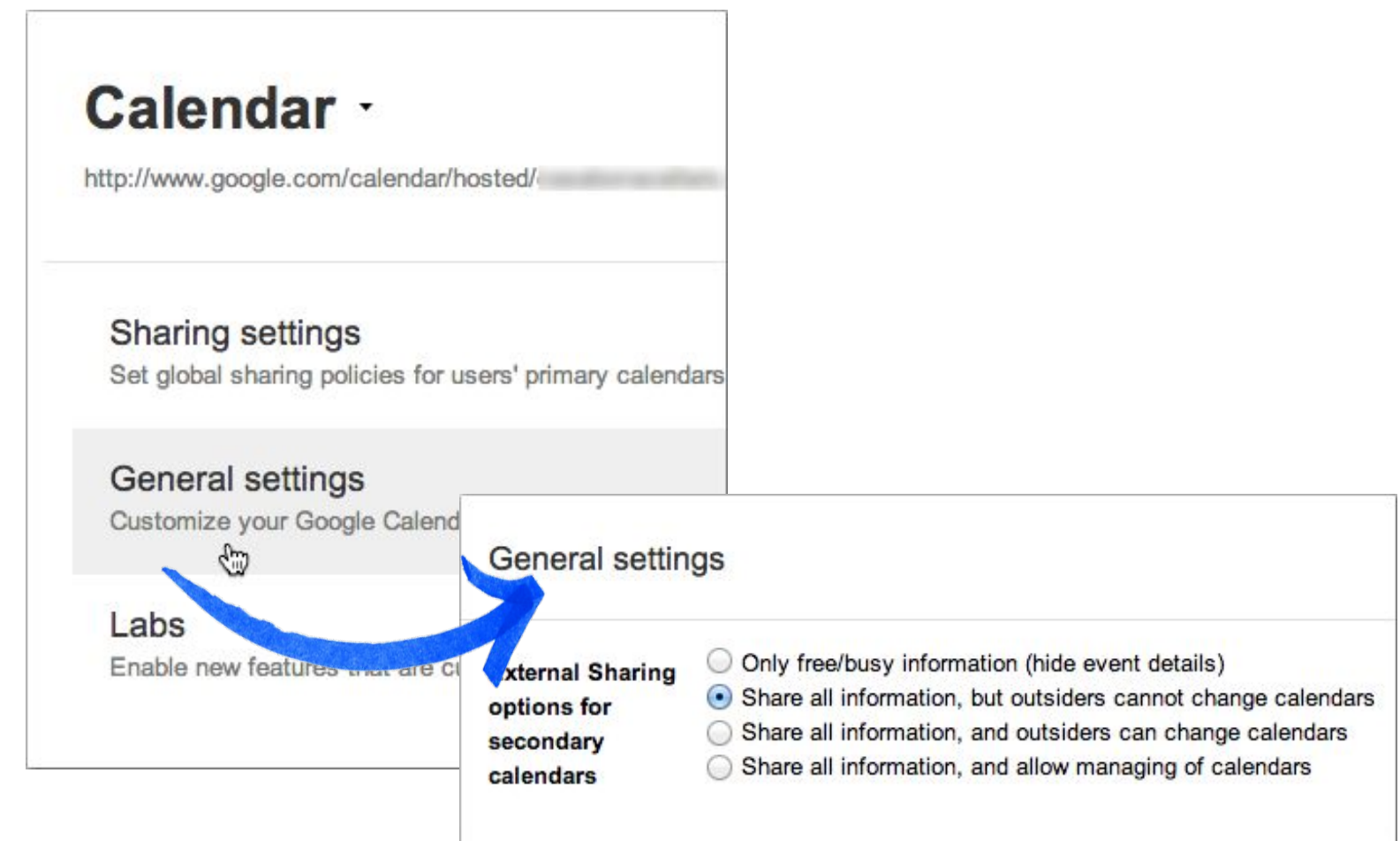
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Learn more: [Set calendar sharing options](#) 

Tailor external sharing for secondary calendars

In addition to having a primary calendar, people on your team can create and share other calendars. For example, you might create a calendar for scheduling project events and deadlines, then share it with the people on that project.

For these calendars, you might want to share all event details with external project members. Find this setting in your Calendar's **General settings**.



Add rooms and resources

If your company has meeting rooms or other resources your team might want to schedule on their calendar, you can add them as *resources*.

Add: Guests | Rooms, etc.

☒ Show only available

- ☐ [Add](#) Bldg1-Everest (VC 12)
- ☐ [Add](#) Bldg1-Kilimanjaro (VC 8)
- ☐ [Add](#) Bldg1-Lhotse (4)
- ☐ [Add](#) Bldg1-Logan (VC 12)
- ☐ [Add](#) Bldg1-Makalu (VC 8)
- ☐ [Add](#) Bldg1-Ranier (4)

[Close](#)



Create your calendar resources

1. First, go to your Admin console.
2. Click **Google Apps**, then select **Calendar** in the list of your apps.
3. Click **Resources**.
4. Click **Create a new resource**.
5. Enter the resource name, type, and description.
6. Click **Create resource**.

Resources

[« Back to Resources](#)

Create Resource

Fields marked (*) are required

Resource Name*

Resource type

(Examples: conference room or projector)

Description



Calendar resource best practices

After you've created your resource, you should:

1. Add the resource to your **My Calendars** list so you can [manage it](#).
2. [Test scheduling your resource](#). It may take up to 24 hours before users can schedule a newly-created resource.





Import your existing calendar events to Google Apps

If you have a number of regular meetings or events scheduled in your old calendar program, you can import these events to your new Google Calendar.

Click the link below that best matches your old calendar program. We'll take you to steps outside this guide for importing your calendars. When you're done, come back here to finish this guide.

Where is your calendar now?

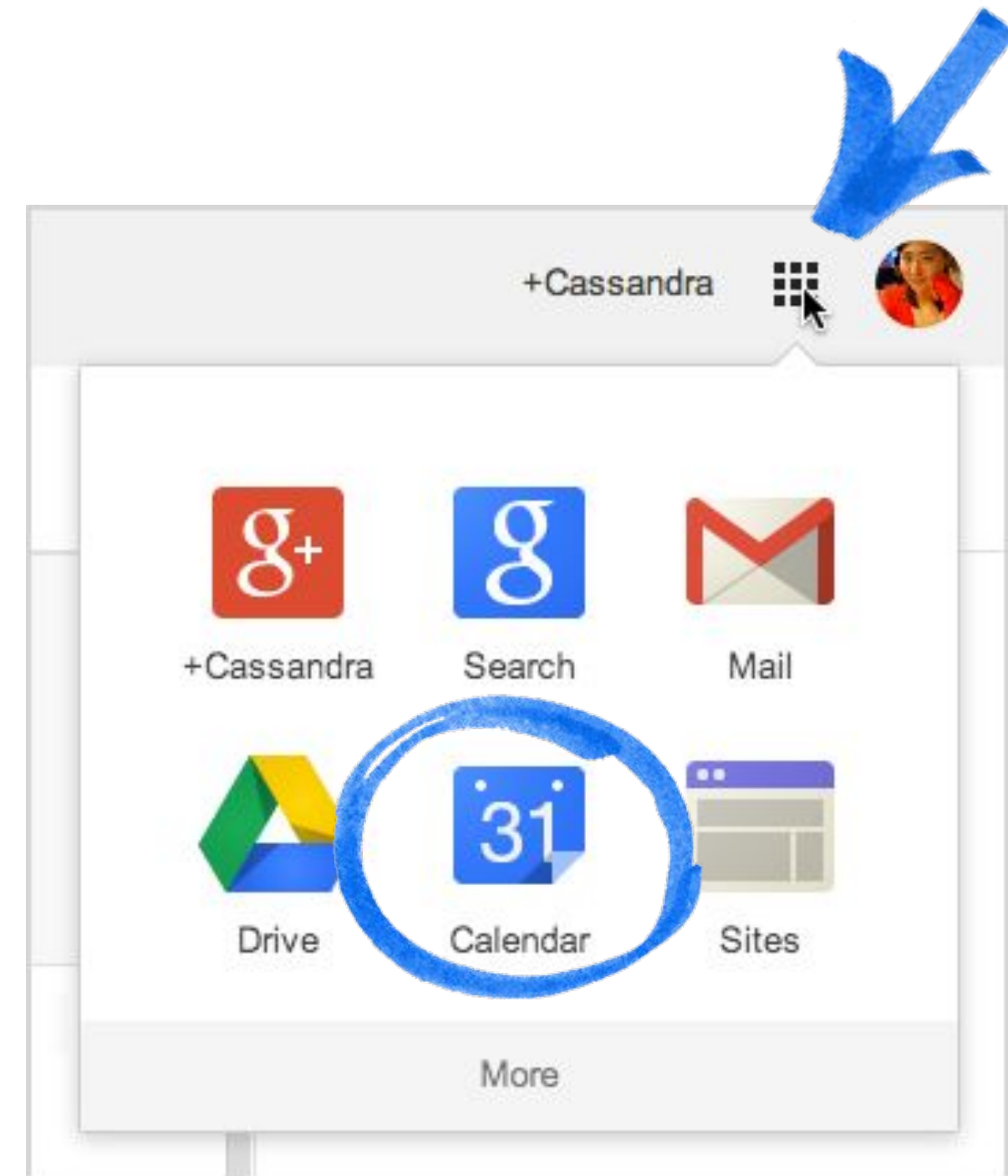
- [Import a calendar from Outlook or Yahoo!](#) 
- [Import events from iCalendar or CSV files](#) 



Open Calendar

Before you can set up a meeting, you need to open Calendar.

1. Click  on the top right of your screen.
2. Click **Calendar**.



Find a time for your meeting

1. Click a spot on your calendar to create an event, and then type the event title in the box.
2. Click **Create event** to immediately publish the event, or click **Edit event** to add more details.
3. Click **Save**.

The screenshot shows a calendar interface with a modal window for creating an event. The modal is titled "Event | Appointment slots" and has a close button (X) in the top right corner. It contains the following fields and options:

- When:** Wed, September 18, 10am – 11am
- What:** A text input field with a placeholder "e.g., Breakfast at Tiffany's".
- Calendar:** A dropdown menu showing "Cassy Smith".
- Buttons:** "Create event" (with a hand cursor icon) and "Edit event »".

Two blue arrows point to the "Create event" and "Edit event" buttons. In the background, a calendar grid is visible with a date range "10 – 11" highlighted in red and a pink event block labeled "Team Meeting".



Invite guests to your meeting

1. Go to the event details page of your meeting by clicking on the event.
2. In the **Add: Guests** section, enter the first few letters of a guest's name.
3. Select the guest to add them to your Guests list.
4. You can select options in the **Guests can** section to allow or prevent guests from changing event details, inviting people, or viewing who else is invited.
5. Click **Save**.



Add: Guests | Rooms, etc.

"Sondra Jenkins" <sondra@solarmora.cor>

Click the  icons below to mark as optional.

Guests

Yes: 0, Maybe: 0, No: 0, Awaiting: 3



 Benito Cacciatore





 Mary Dorma





 Murthy Desdai



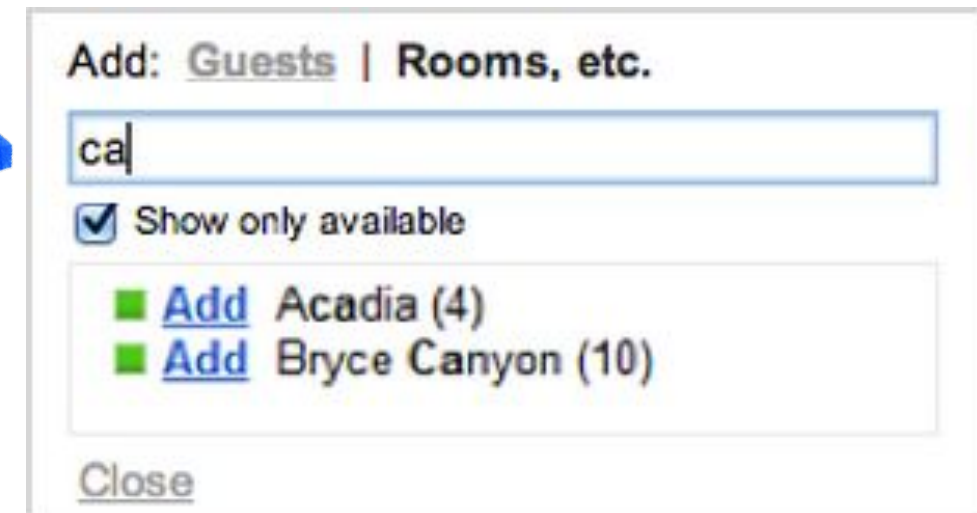
Guests can☐ modify event☒ invite others☒ see guest list

Book a room for your meeting

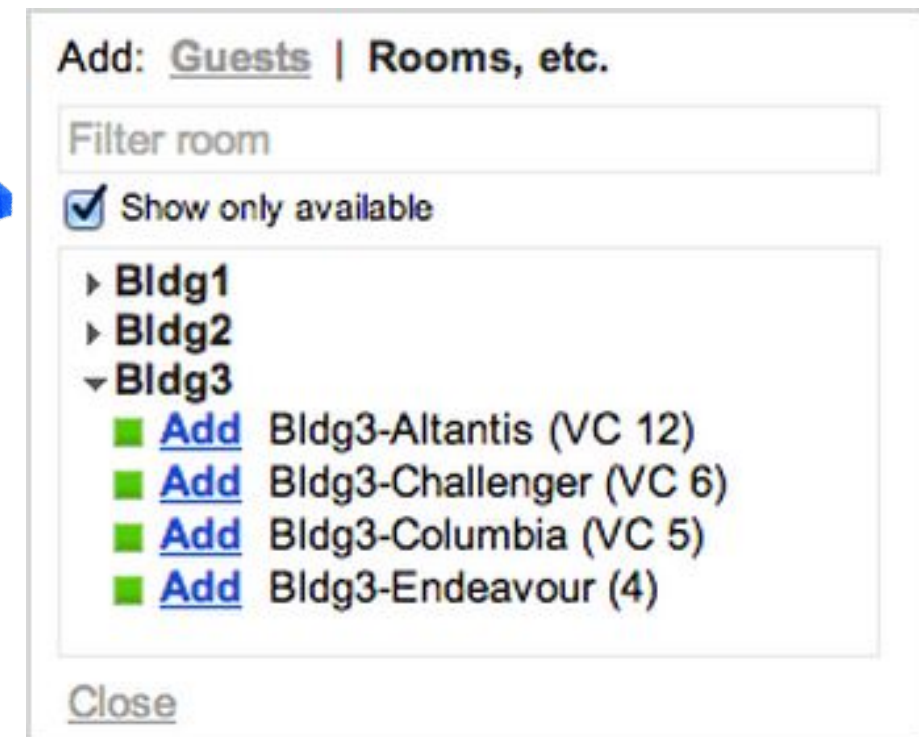
1. Go to the event details page of your meeting.
2. In the **Add:** section, click **Rooms, etc.**
3. Start typing any part of the room or other resource's name in the box. A list of matching resources appears in the list.

Or, Browse the list to find the room or other resource you want to book.

4. Check if the resource is available for your meeting.
5. Click **Add > Save**.



A screenshot of a web interface showing a search for meeting rooms. At the top, there's a header 'Add: Guests | Rooms, etc.' with 'Rooms, etc.' highlighted. Below it is a search input field containing the text 'ca'. Under the input field, there's a checked checkbox labeled 'Show only available'. Below that, a list of results is shown: 'Add Acadia (4)' and 'Add Bryce Canyon (10)', each preceded by a green square icon. At the bottom of the list, there is a 'Close' link.



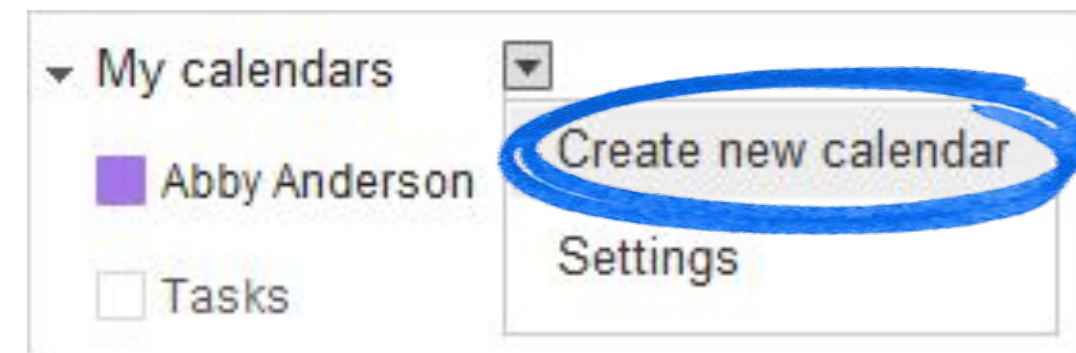
A screenshot of the same web interface, but with a different view. The header 'Add: Guests | Rooms, etc.' is still present. Below it is a 'Filter room' input field. Underneath is a checked checkbox labeled 'Show only available'. Below that, a list of rooms is shown under expandable/collapsible headers: 'Bldg1', 'Bldg2', and 'Bldg3' (which is expanded). Under 'Bldg3', there are four items: 'Add Bldg3-Altantis (VC 12)', 'Add Bldg3-Challenger (VC 6)', 'Add Bldg3-Columbia (VC 5)', and 'Add Bldg3-Endeavour (4)', each preceded by a green square icon. At the bottom of the list, there is a 'Close' link.



Create a team calendar

A team calendar is a great way to plan team meetings, schedule events, and track vacation time.

1. To create a new calendar, click the down arrow next to **My calendars** and select **Create new calendar**.
2. On the Create New Calendar screen, provide the following information:
 - Calendar Name
 - Description
 - Location
 - Calendar Time Zone



Share your new calendar with others

In the next section of the Create New Calendar screen, you'll select who can see which calendar details and who can edit and manage your calendar.

This setting enables you to share the calendar either publicly or just within your organization. After making a selection, you can choose what viewers can see on the calendar.

☒ **Share this calendar with others** [Learn more](#)

☐ Make this calendar public

☒ Share this calendar with everyone in the organization **Solarmora Inc**

See all event details

✓ See all event details

See only free/busy (hide details)



Share your new calendar with specific people

This setting lets you choose a specific group of people to view, modify, or manage the calendar.
To add your team:

1. Enter their email addresses one by one in the **Person** field.
2. Define their permission settings.
3. Click **Add person**.
4. After adding all your team members and defining their permissions, click **Create Calendar**.

Share with specific people

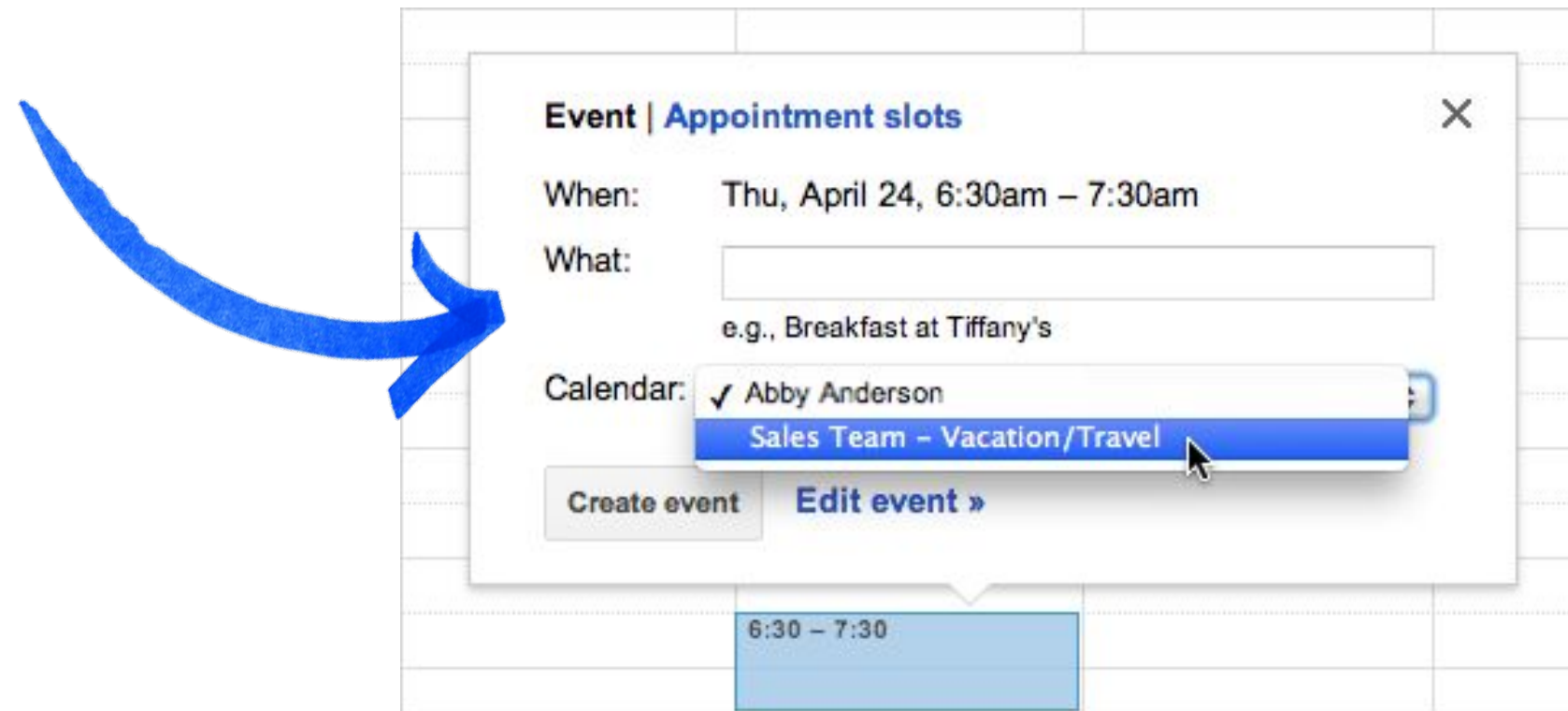
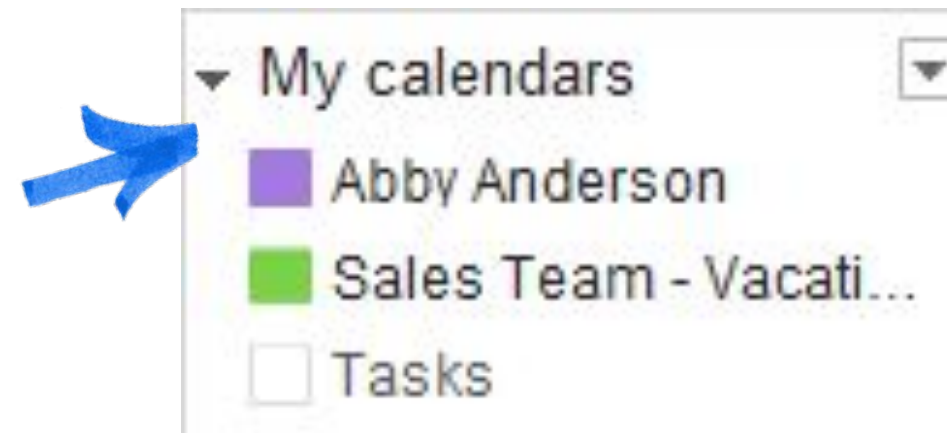
Person	Permission Settings	Remove
Enter email address	See all event details	Add Person
"cassy@solarmora.com" <cassy@solarmora.com>	Make changes AND manage sharing	
	Make changes to events	
"Alexandra Rodoni" <arodoni@solarmora.com>	✓ See all event details	Remove
	See only free/busy (hide details)	

« [Back to calendar](#)



Use your new calendar

1. After you create the calendar, it should be visible in the My Calendars section of your main calendar.
2. Now when you create a new event, you can add it to your personal calendar or to your new team calendar.



Invite Google Groups to events

If you've created Google Groups (mailing lists) for your organization, you can invite a group to a meeting. Learn more about Groups [here](#).

1. To add a Group as a guest, just enter the single address for the group as a guest instead of entering the individual email addresses of all the group members.
2. After you've entered the group's address, the Guests field will populate with the individual group members. If you want to exclude any group members, you can click the **X** to the right of their names.

Add: **Guests** | Rooms, etc.

website t|

"Website Team" <website-team@company.com>

Guests can

- ☐ modify event
- ☒ invite others
- ☒ see guest list



Add: **Guests** | Rooms, etc.

Click the  icons below to mark as optional.

Guests

Yes: 0, Maybe: 0, No: 0, Awaiting: 0

	Cassy Smith	
	Alice Abernathy	
	Maria Manager	
	Gavin Sehorn	

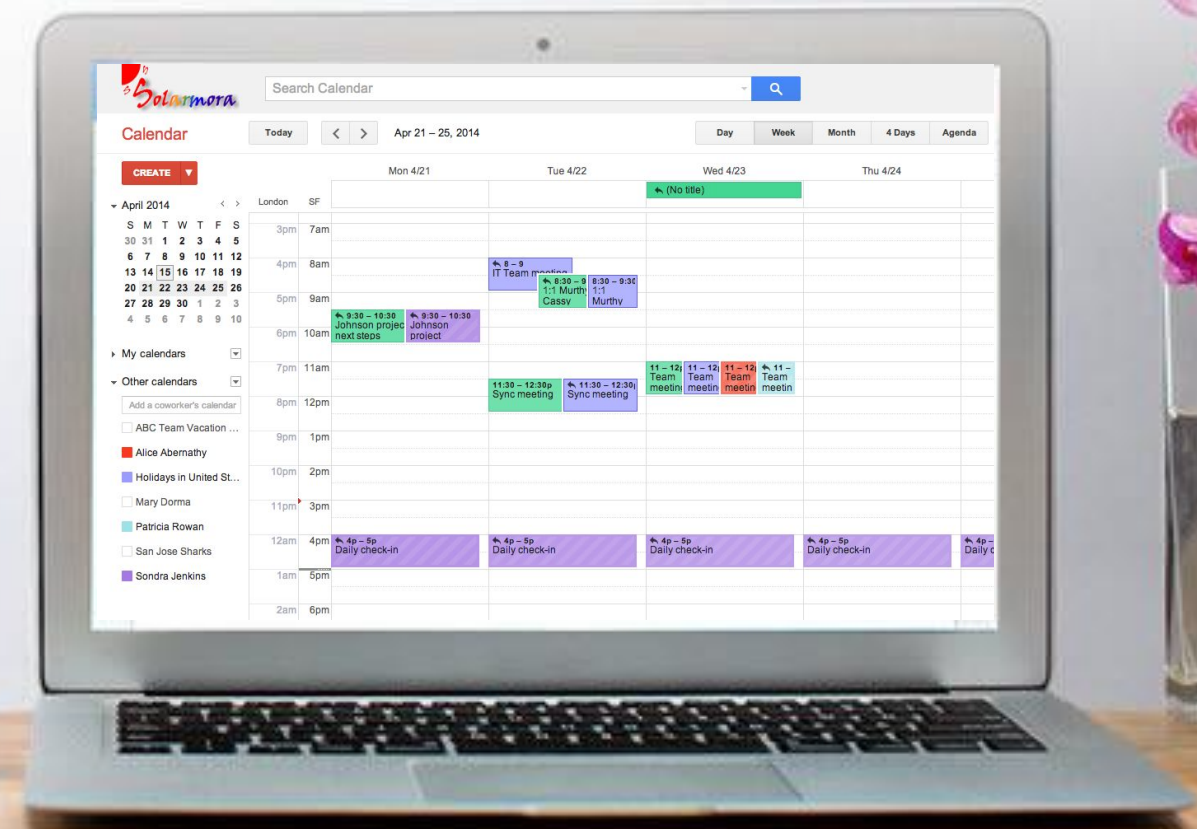


Calendar To-Do list for your team

Now that you've set up Google Calendar for your organization, it's time to help your team get started.

Help your team do these two things before they start using Calendar:

- [Import their calendar.](#)
- [Learn how to schedule a meeting.](#)

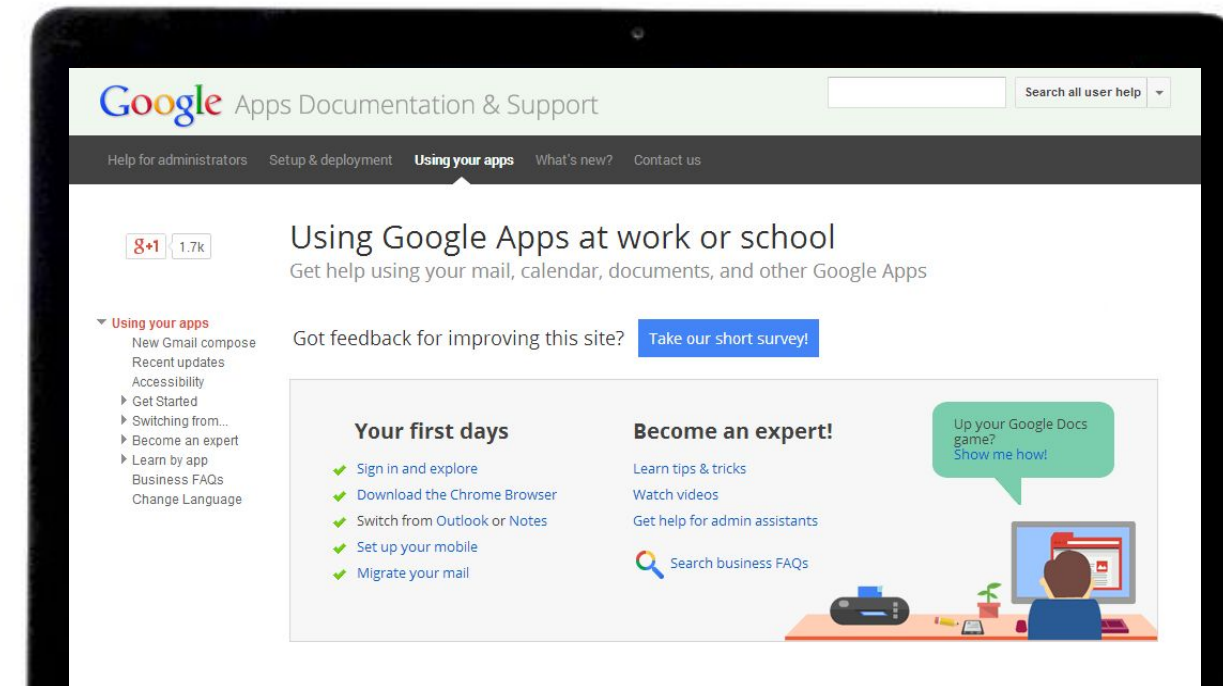


Train your team

For more training resources, visit the **Google Apps Learning Center** at learn.google.com.

Visit the Learning Center

- User guides on Calendar's business features
- Calendar delegation videos
- FAQs for business users

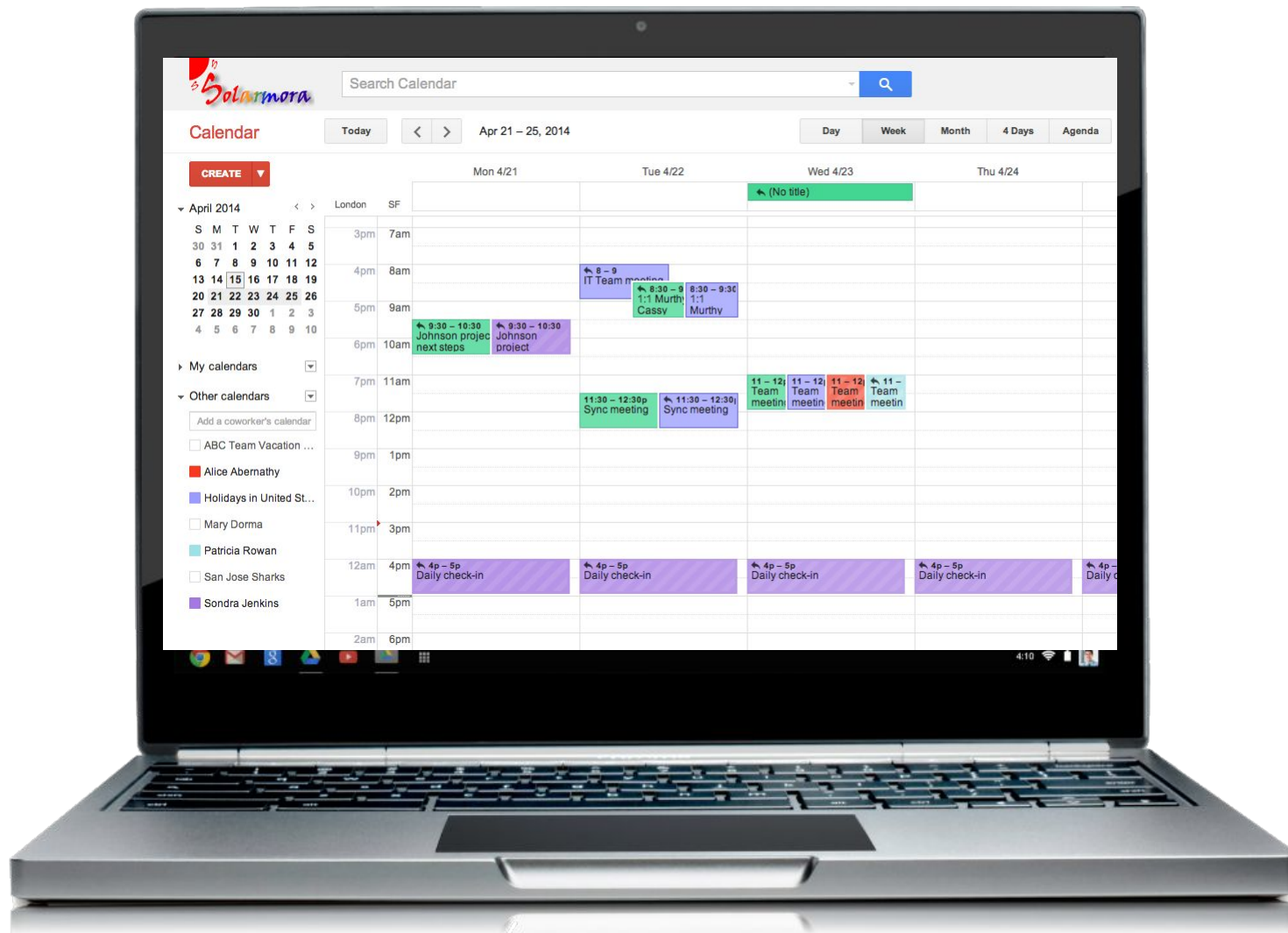




Congratulations! You've set up Calendar for your team.

Now you know how to:

- ✓ Tailor calendar settings in the Admin console
- ✓ Import your calendar to Google Apps
- ✓ Add rooms and other resources
- ✓ Schedule a meeting
- ✓ Create a team calendar
- ✓ Invite Groups to events



Was this guide useful to you?

[Send feedback](#)

Google Apps