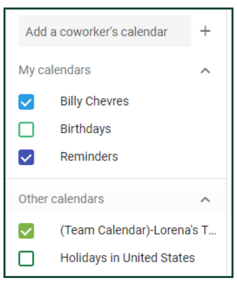
CALENDAR RESOURCE TIPS SHEET

Calendar resources can be used as both conference room calendars and team calendars in Google Workspace. This sheet contains tips for using the resource as a team calendar.

Tips for team members

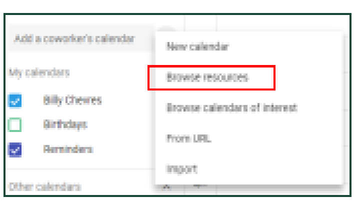
How can I access my calendar resource?

Calendars that have been shared with you are accessible under either your “My calendars” section or “Other calendars” section depending on the level of access you have to the calendar.



If you do not see the calendar under either your “My calendars” section or “Other calendars” section, you can find the calendars by browsing to the resource calendar and subscribing to it. Instructions:

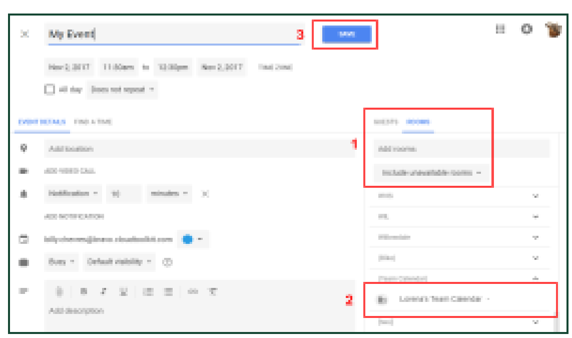
- Instructions:
  1. Click on the ➕ icon next to “Add a coworker’s calendar” and select **Browse resources.**
  2. Click the checkbox next to the calendar you’d like to add.



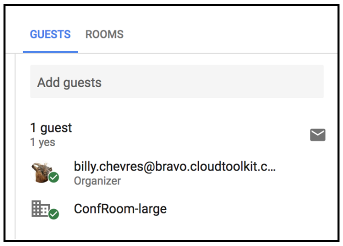
Note: If you were recently added to a Google Group, a list of the shared calendars you now have access to will be emailed to you.

How can I book an event on my calendar resource?

1. When creating a calendar event on your own calendar, select the **Rooms** tab on the right-hand side of the edit event screen.



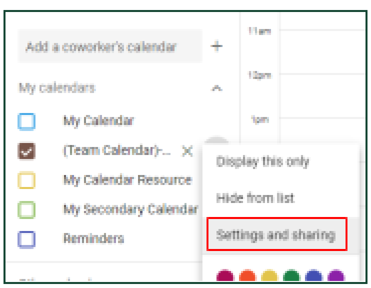
2. Select the name of your team calendar.
    - *NOTE: If the resource is listed as unavailable, this means it has been booked already in that slot. Please choose another time or room.*
3. Click **Save.**
    - *NOTE: If the resource is accepted on the invite, you will **not** receive an acceptance email. You will only receive an email notification if the room is declined. Accepted rooms will appear in your attendee list with a green checkbox.*



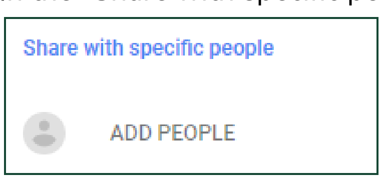
Tips for calendar managers

How can I control who can see and/or book events on my calendar resource?

1. As a manager with "Make changes and manage sharing" level of permissions to the calendar, select the calendar from your "My Calendars."
2. Instructions:
   To share with specific users:
    1. Select the ⋮ icon next to your team calendar and select "**Settings and sharing.**"

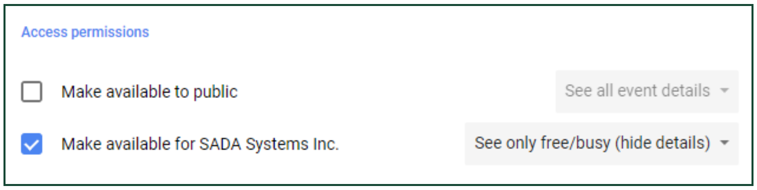


    2. In the "Share with specific people" section, select **Add People.**



    3. Enter the members you'd like to give access to and select a permissions level.
    4. Click Send.

To change the level of sharing with your entire organization:
1. Navigate into the calendar settings as above.
2. In the "Access permissions" section, select the level of access you'd like your entire organization to have to the calendar.

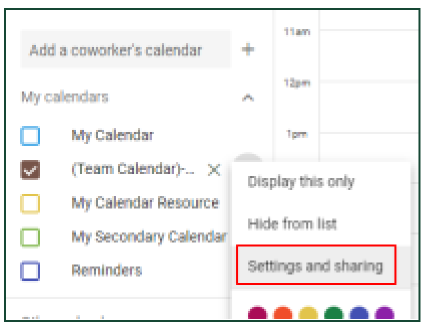


How can I control what events appear on the team calendar?

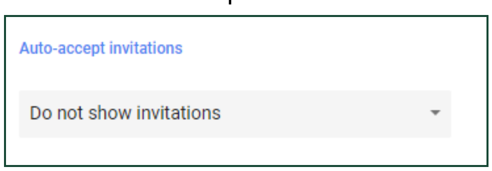
1. **<u>Use Case #1:</u>** ***"The room should not be able to be booked without the manager's approval."*** This use case requires the calendar manager to accept the event on behalf of the calendar resource for the room to be confirmed.

   In the Calendar settings, make sure the "Auto-accept invitations" setting is set to "Do not show invitations." This will require the calendar manager to accept the events on behalf of the calendar before they appear on the calendar.

   - <u>Instructions</u>:
     1. As the manager of the calendar, select the ⋮ icon next to your team calendar and select "**Settings and sharing.**"

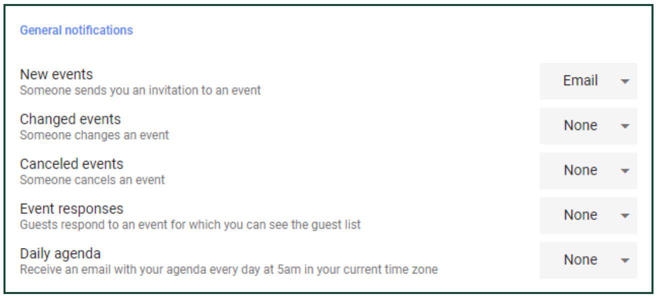
        

     2. In the "Auto-accept invitations" section, select "**Do not show invitations**"

   For this use case, best practice is to turn on email notifications for new events so that you are notified that you need to approve a calendar resource event. This is not mandatory, but recommended. Note that notifications are specific to an individual user, so turning on notifications for yourself will not update the notification settings of other members or managers.

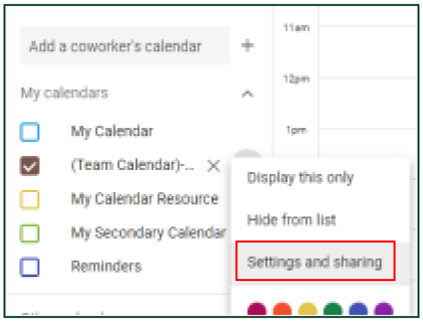
   - <u>Instructions</u>:
     1. As the manager of the calendar, select the ⋮ icon next to your team calendar and select "**Settings and sharing.**"
     2. In the "General notifications section," select the notifications you'd like to receive.



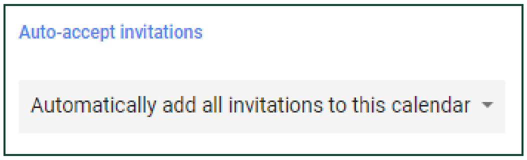
2. **<u>Use Case #2:</u> *"Events should appear on the calendar as soon as they are created. The manager does not need to approve events before they appear."*** This use case allows the room to be booked without needing the manager to accept them. Managers can still decline events on the team calendar after they've been added.

   In the Calendar settings, make sure the "Auto-accept invitations" setting is set to "Automatically add all invitations to this calendar."

   - <u>Instructions</u>:
     1. Select the ⋮ icon next to your team calendar and select "**Settings and sharing.**"



     2. In the "Auto-accept invitations" section, select "**Automatically add all invitations to this calendar**."



   - Email notifications are optional for this use case. If you'd like to receive a notification when a co-worker books an event on the calendar, use the instructions in Use Case #1 to turn on your notifications.

How can I accept or decline events for the calendar?

1. As a manager with at least "Make changes to events" level of permissions to the calendar, select the calendar from your "My Calendars" or "Other Calendars."
2. Select the event you'd like to accept or decline.

3. Change the **Going** option? (in Classic Calendar) or **RSVP** (in New Calendar) status to **Yes** or **No.**