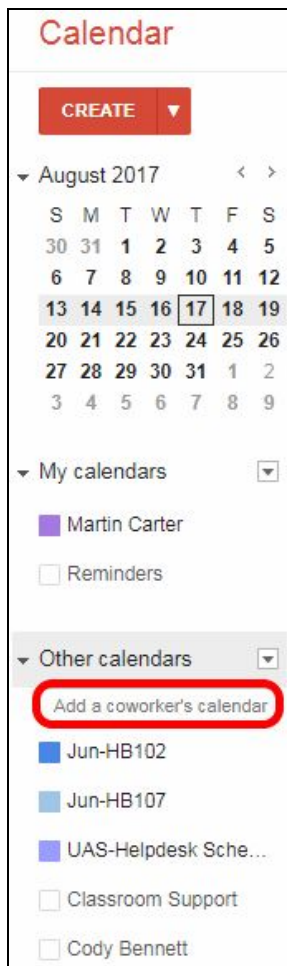


Why should you have a Google Resource Calendar?

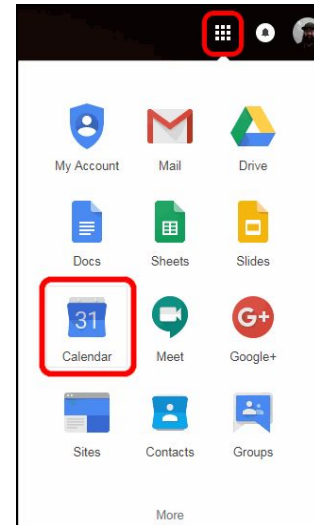
A Resource Calendar is a great way to track timing and events not tied to specific individuals. Do you need to keep up with scheduling of a particular room? Are you trying to manage the availability of multiple people? Do you want to manage an actively-used item in your inventory? Did you already create a calendar for something work related and

share it with several people in your department? Maybe a Resource Calendar is right for you.



A Resource Calendar is similar to group email accounts. It brings management of group resources to the university while allowing your entire department to access a shared calendar system.

Similar to group emails and fileshares, access to the Resource Calendar is maintained through Group Security Manager (GSM). Access can even be tied to the same group, managing everything in one convenient location. Add users from [UAS Online](#) by simply accessing GSM, select the appropriate Group, and add their username.



Google has created a simple way to access all your Google calendars anywhere you have internet access by clicking the **Google Menu** and selecting **Calendar**. Alternatively, you can get there directly at calendar.google.com. On the left of the window, you'll see a list of the calendars you have connected to. If you don't see the Resource Calendar, copy the resource ID provided by IT (also listed in GSM) into the "Add a coworker's calendar" field and press enter.

You may also receive an email like the one below. Just click the View Your Calendar link to get started!

