

Calendars & Reservations

Information about Google calendars and reserving a room at MLML.

- [Making MLML Reservations](#)
- [Google Calendars](#)

Making MLML Reservations

Requesting a Reservation

1. Intranet → Calendars & Reservations
 - Rooms - Classrooms at MLML.
 - Vehicles - MLML State Vehicles
 - Other Resources - Special Equipment, Marine Operations, Scuba Diving
2. Select the resource you wish to reserve
 - If you select “Small Boats Schedules and Request Forms” you will have to then choose the specific boat.
3. All selections should lead to a page similar to the one shown below:

The screenshot shows the Intranet interface. At the top left is the Intranet logo with the text "Resources and Information for MLML Students, Faculty, Staff, and Researchers!". A blue navigation bar contains links for "Departments and Directories", "Academic Resources", "Internal Resources", "Tech Support", and "My Account".

The main content area is split into two columns. The left column is titled "Seminar Room (101) - Reservation Request Form". It contains a note "Fields marked with an * are required" and several input fields: "Event Date *", "Reservation Start Time *" (set to 8:00 AM), "Event Start Time *" (set to 8:00 AM), "Event End Time *" (set to 8:00 AM), and "Reservation End Time *" (set to 8:00 AM).

The right column is titled "Classroom Seminar (101) Reservation Calendar". It shows a calendar for June 2018. The calendar grid includes dates from 27 to 30. Events are listed in the cells: "4pm Thesis F" on Wed 30, "11:45am MLM" on Thu 31, "10am CPR pr" on Fri Jun 1, "8:00am" on Sat 2, "Fresno St" on Mon 3, "9am LimPET:" on Mon 3, "10am Video" on Tue 4, "2pm Thesis I" on Tue 4, "11:30am MLM" on Wed 5, "7:30am NMCL" on Wed 5, "1pm Practice" on Wed 5, "12pm Practic" on Thu 6, "11:30am MLM" on Fri 7, "12pm Practic" on Fri 7, "8am CSUMB" on Sat 8, "5pm Practice" on Sat 8, "8am CSUMB" on Sun 9, "8am CSUMB" on Sun 9, "12pm Thesis" on Sun 9, "5:15pm Whal" on Sun 9, "11:30am MLM" on Mon 10, and "11am Thesis" on Mon 10. The calendar footer indicates "Events shown in time zone: Pacific Time" and includes a "Google Calendar" logo.

1. Fill out the required information → Click Submit
2. An email will be sent to the manager of that resource

3. A confirmation email will be sent to you when they have processed your request

Changing/Canceling a Reservation

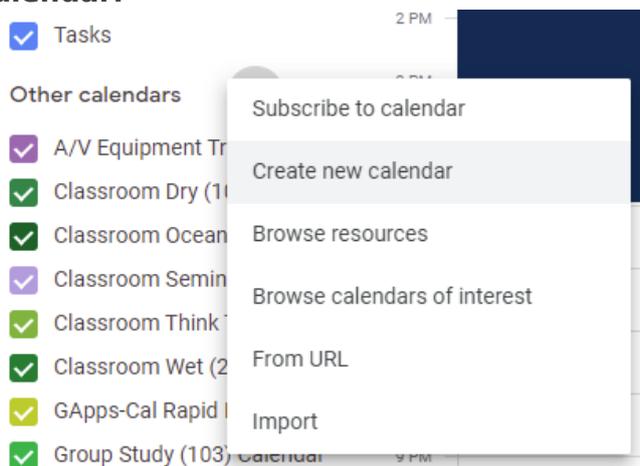
Respond to the email confirmation with the changes you'd like to make to your reservation or with a cancellation notice.

Google Calendars

Manage your time and keep track of your schedule using Google Calendar. This calendar can sync to all of your devices that support Google. If your question isn't answered below, find more support at [Google Calendar Help Center](#).

Creating a Google Calendar

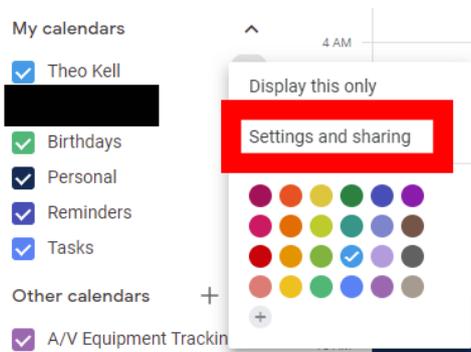
1. Open [Google Calendar](#).
2. On the left side, click the + button next to **Other calendars** and click **Create new calendar**.



3. Add a name and description for your calendar.
4. Click **Create calendar**.

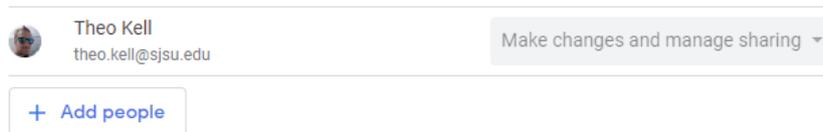
Sharing a Google Calendar

1. On the left side panel where calendars listed, select the three vertical dots to the right of the calendar you'd like to share:



2. Select “Settings and Sharing” from the drop down menu.
3. Scroll down to “Share with specific people”.

Share with specific people



[Learn more about sharing your calendar with someone](#)

4. Select **Add People** → **Enter their email** → Choose editing/sharing capabilities → **Send**.

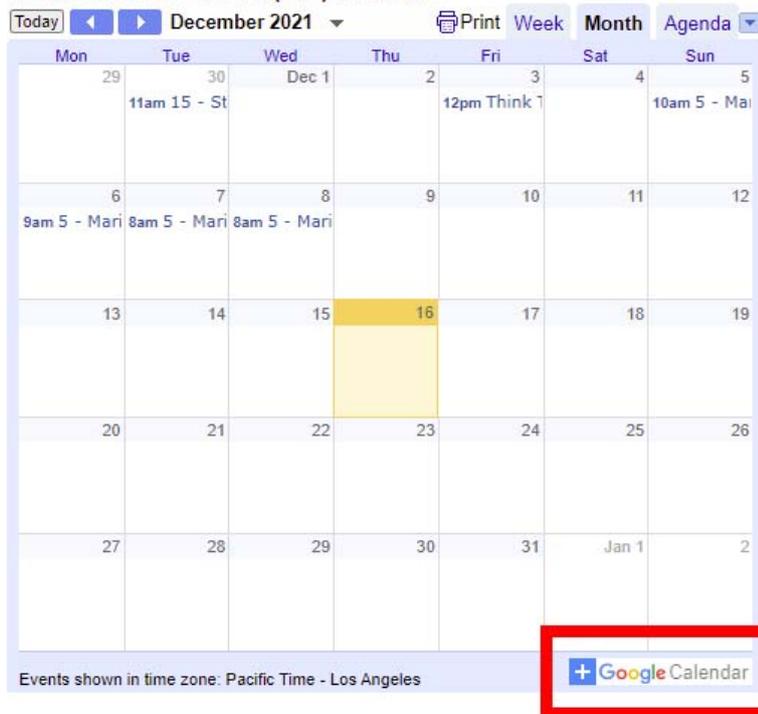
Adding a Google Calendar

You can request to add others’ calendars by clicking the + on the left side panel and selecting **Subscribe to calendar**.

To add a calendar not shared with you, for example the MLML classroom reservation calendars, follow these general steps:

- Login to your MLML Google/Gmail account.
- Go to the webpage that has the calendar you want to add. You can find the resource calendars here: [Reservation Request Forms](#)
- Click the + **Google Calendar** button on the bottom-right corner of the calendar.

Classroom Think Tank (202) Calendar



- The newly added calendar will now appear on your list of calendars in Google Calendar.

Types of Calendars

• Personal Calendars:

- These are calendars that are owned by your account. They show up on the left sidebar of Google Calendar under **My calendars**:

My calendars ^

- Theo Kell
- Birthdays
- Reminders
- Tasks

- You control who these calendars are shared with. You can share them with specific people, or make them public with other people in the same Google domain:

Access permissions for events

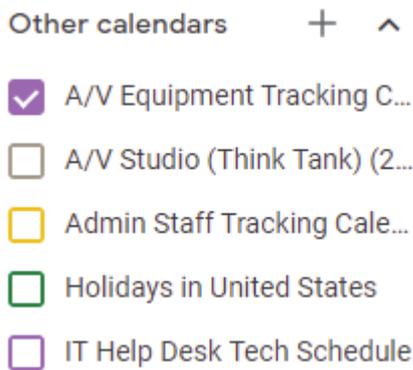
<input type="checkbox"/> Make available to public	See all event details ▾
<input checked="" type="checkbox"/> Make available for Moss Landing Marine Labs	See all event details ▾
<input checked="" type="checkbox"/> Show calendar info in other Google apps, limited by access permissions	

[Get shareable link](#)

Learn more about [sharing your calendar](#)

• Shared Calendars:

- If someone else shares a calendar with you, it shows up under the **Other calendars** section on the left sidebar:



- Depending on the level of permission you are given, you may be able to create/delete events on these, or only view them.

• Resource Calendars:

- These calendars are created by IT and are used for resources rather than personal or group schedules. Resource calendars can be for reserving rooms, or vehicles, or equipment.
- They will show up on your left sidebar under **Other calendars**.
- You can view a list of MLML Resources at this link:

<https://mlml.sjsu.edu/intranet/reservation-request-agreement/>