

# Calendars & Reservations

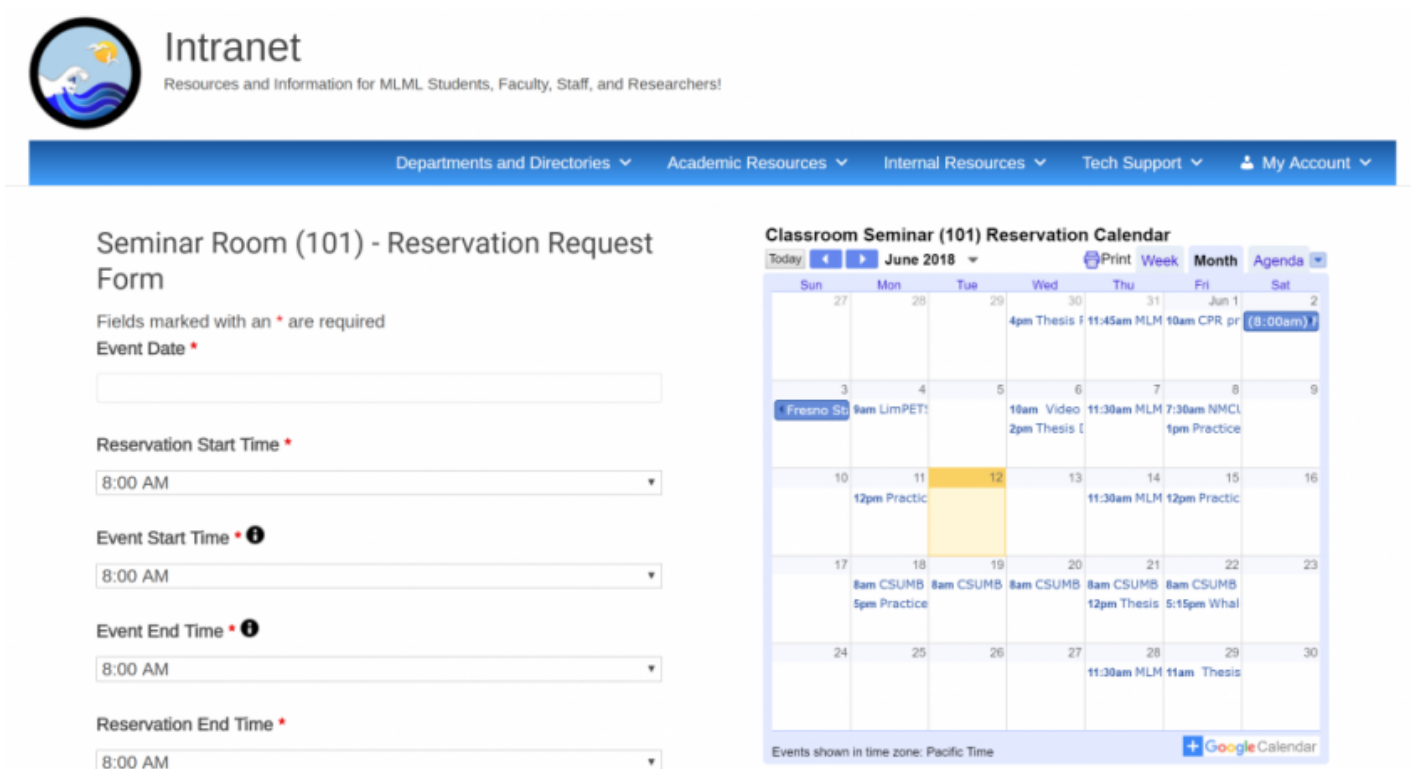
Information about Google calendars and reserving a room at MLML.

- [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:



**Intranet**  
Resources and Information for MLML Students, Faculty, Staff, and Researchers!

Departments and Directories ▾ Academic Resources ▾ Internal Resources ▾ Tech Support ▾ My Account ▾

### Seminar Room (101) - Reservation Request Form

Fields marked with an \* are required

Event Date \*

Reservation Start Time \*

Event Start Time \*

Event End Time \*

Reservation End Time \*

### Classroom Seminar (101) Reservation Calendar

Today June 2018 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jun 1	2
			4pm Thesis	11:45am MLM	10am CPR pr	(8:00am)
3	4	5	6	7	8	9
Fresno St	9am LimPET		10am Video	11:30am MLM	7:30am NMCL	1pm Practice
			2pm Thesis			
10	11	12	13	14	15	16
	12pm Practic			11:30am MLM	12pm Practic	
17	18	19	20	21	22	23
8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	
5pm Practice				12pm Thesis	5:15pm Whal	
24	25	26	27	28	29	30
				11:30am MLM	11am Thesis	

Events shown in time zone: Pacific Time

Google Calendar

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/Cancelling a Reservation

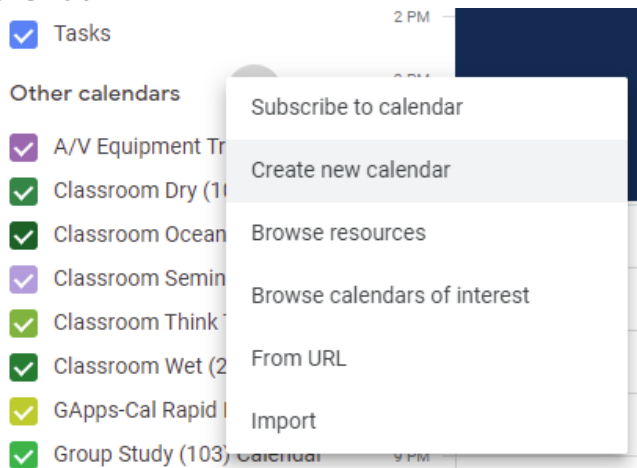
Respond to the email confirmation with the changes you'd like to make to your reservation or with a cancellation notice.

# 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

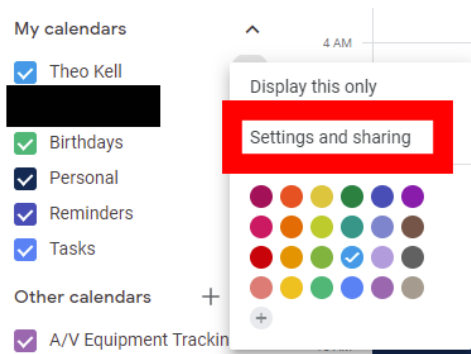
1. Open [Google Calendar](#).
2. On the left side, click the **+** button next to **Other calendars** and click **Create new calendar**.



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

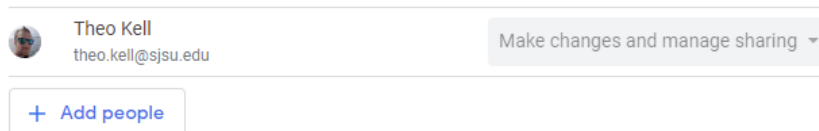
## Sharing a Google Calendar

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**.

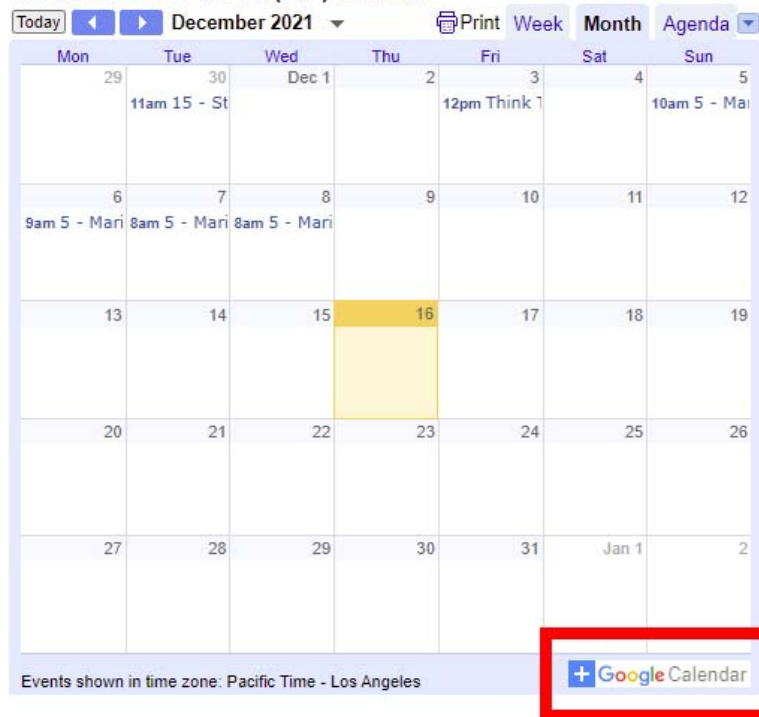
## Adding a Google Calendar

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

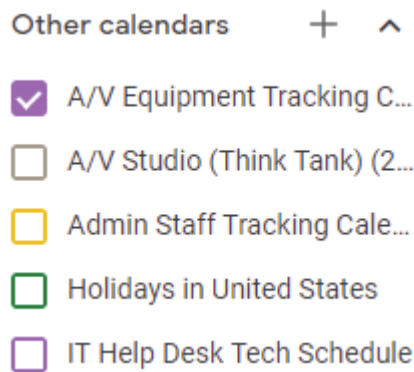
<input type="checkbox"/>	Make available to public	See all event details ▾
<input checked="" type="checkbox"/>	Make available for Moss Landing Marine Labs	See all event details ▾
<input checked="" type="checkbox"/>	Show calendar info in other Google apps, limited by access permissions	

[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 MLML 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/>