Google Calendars

MLML Google Calendar and Reservations

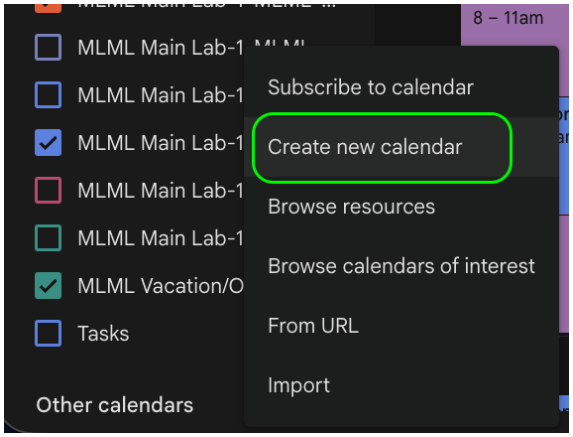
MLML faculty and Staff can add MLML Google Calendar to quickly check availability for shared spaces such as the ***Think Tank, Dry Classroom, Study Room, Private Pod, and other Classrooms.*** This guide provides a quick overview of how to + add a Google Calendar and make a reservation.

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.

(By default, all Faculty, admin, and selected Staff have access to make changes and view most calendars in the main lab)

Creating a Google Calendar

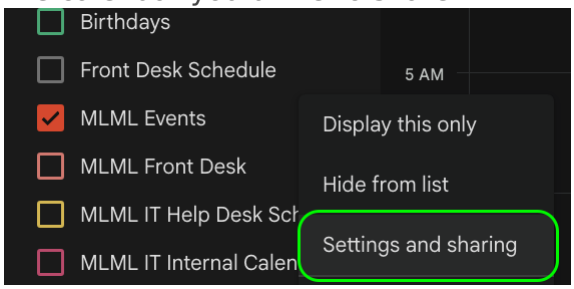
1. Open Google Calendar.
2. On the left side, click the **+** button next to **Other calendars** and click **Create new calendar.**



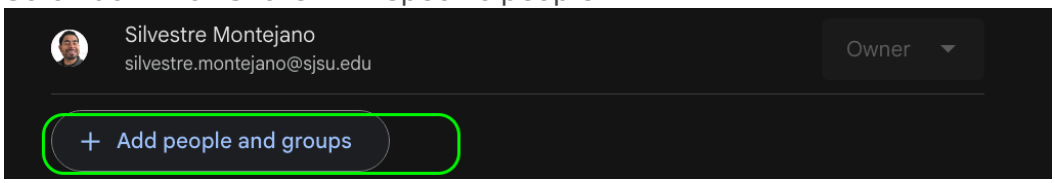
3. Add a name and description for your calendar.
4. Click **Create calendar.**

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".

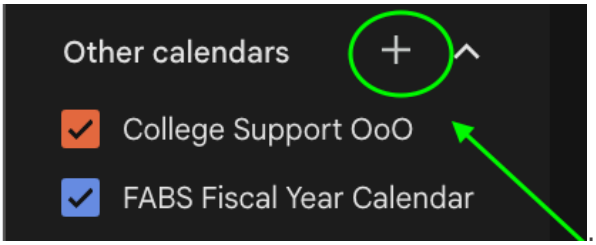


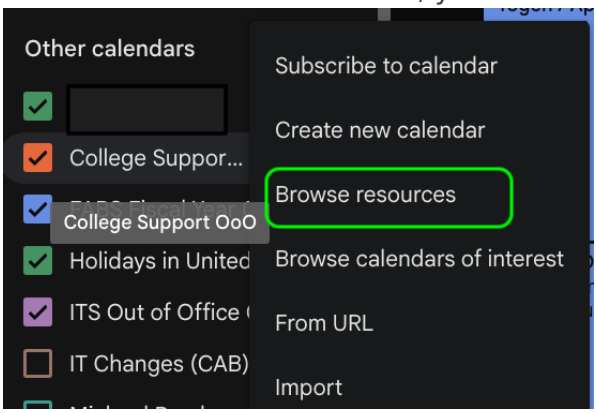
4. Select **Add People** → **Enter their email** → Choose editing/sharing capabilities → **Send.**

Add MLML available Calendar

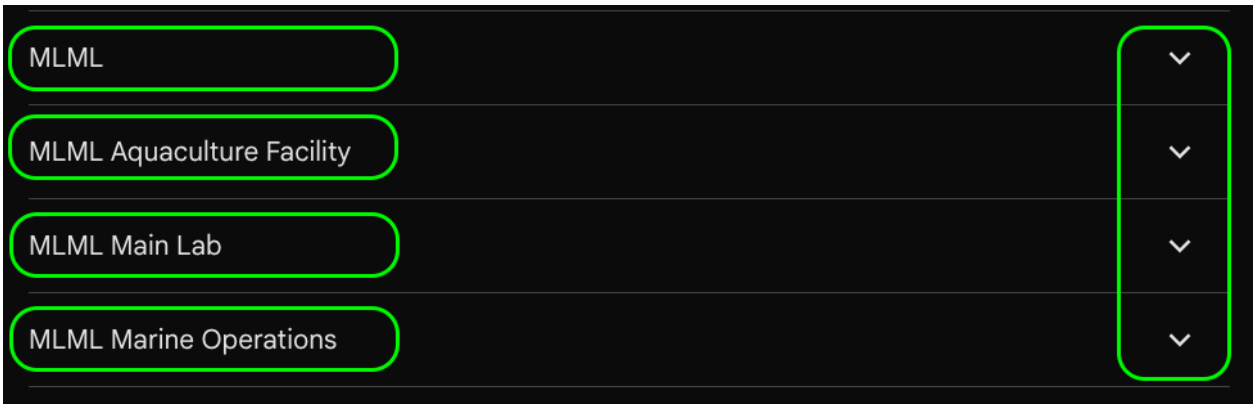
In Google Calendar, look on the left side under Other calendars.

Click the + and select Browse resources. Find the MLML resource calendars, you will see the following:





Resource Calendars:



From the Dropdown arrow, select the calendar of interest:



Once checked, the rooms will appear in the calendar list on the left side of Google Calendar.

NOTE- If you're faculty, you should automatically be able to "Make changes and see all event details" to Lab/classroom calendars, including:

MLML Main Lab-1-MLML-0103 Group Study

MLML Main Lab-1-MLML-0109 Dry Classroom

MLML Main Lab-1-MLML-0202 Think Tank

MLML Main Lab-1-MLML-0214 Wet Classroom

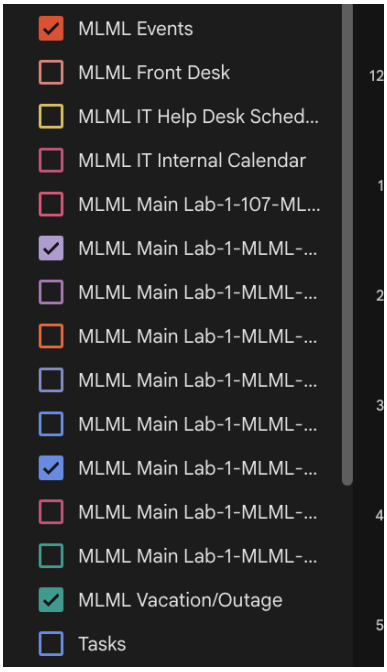
MLML Main Lab-1-MLML-0508 Oceanography Classroom

If other MLML calendars are public to SJSU, you can still add and view events but will not be able to make reservations.

View room availability without cluttering your Calendar

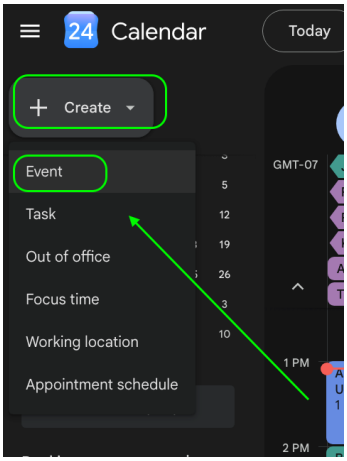
You do not need to keep all the room calendars visible all the time.

Simply check the box next to a room calendar when you want to see its schedule and availability. When you’re finished, uncheck the box to hide that calendar.

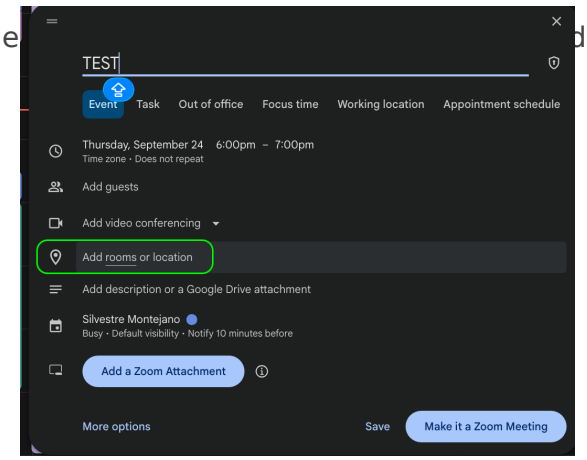


This keeps the room available in your calendar list without constantly displaying all of its reservations.

Reserve the room when creating an event

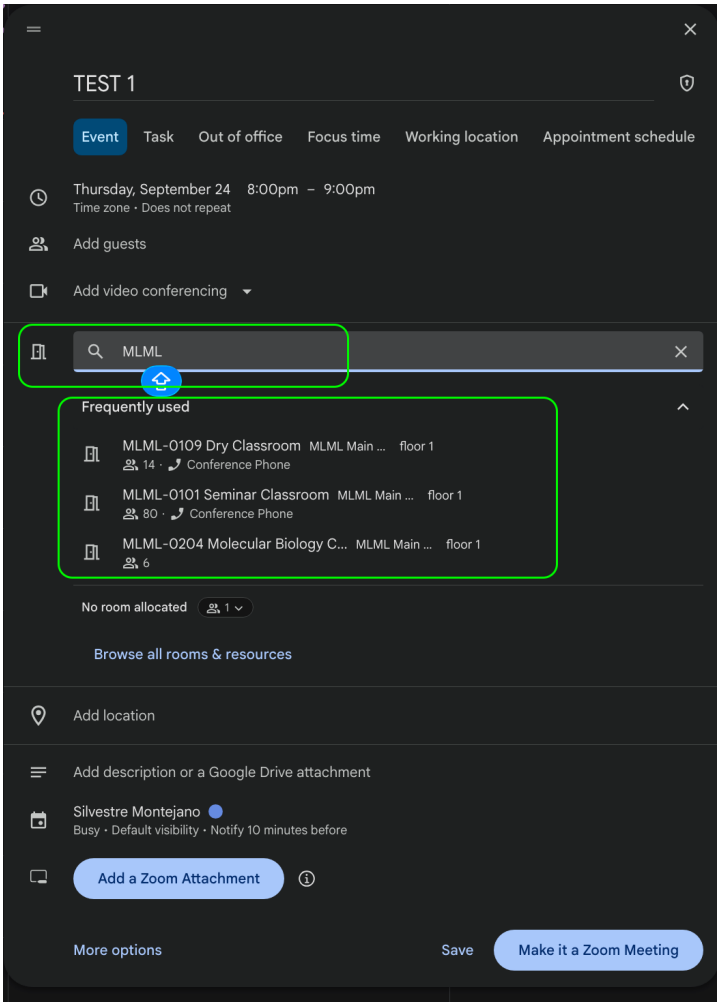


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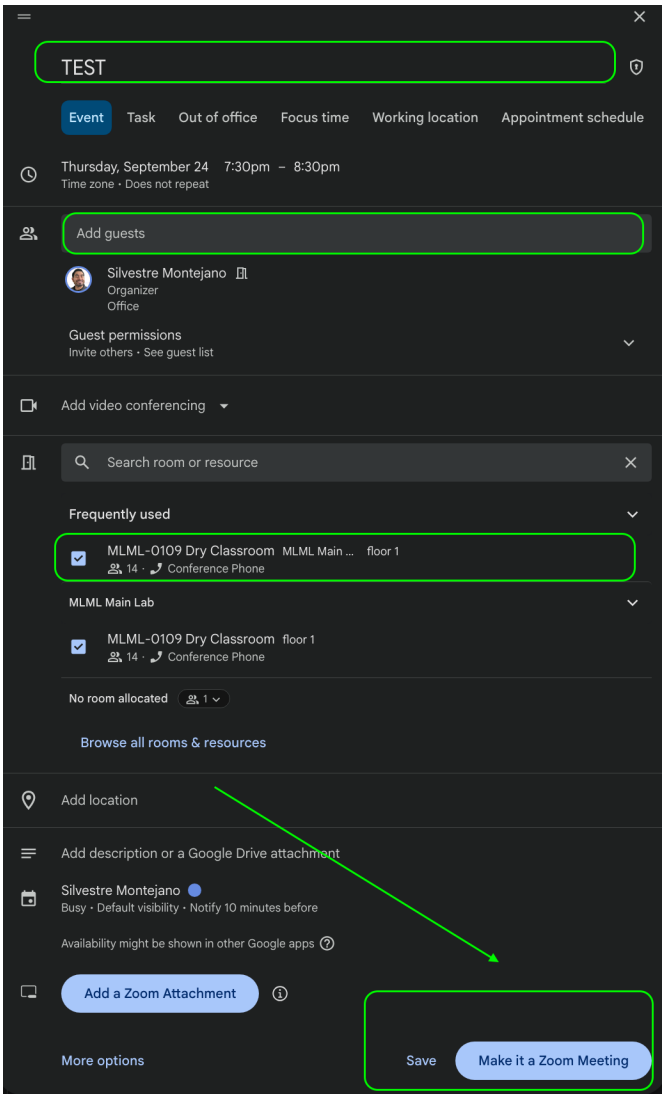
Then use the Add rooms option and search for the MLML room you want to reserve or select from frequently used.



Google Calendar will show whether the room is available during the selected time. Once the room is added to the event, save the event to submit/reserve the room.

Zoom Room spaces

The Study Room, Think Tank, and Dry Classroom are configured as Zoom Rooms. For meetings using these spaces, add the appropriate room/resource to the Google Calendar event so the scheduled meeting is available through the room’s Zoom Room system.



This allows you to arrive at the room and use the room's Zoom equipment for the scheduled meeting instead of setting up the room manually.

Quick Tip: Add a Reservation Directly to a Room Calendar

Once a room calendar has been added, you can click directly on the desired date/time on that room's calendar to create a reservation. Make sure the correct room calendar is selected, then add yourself and all meeting attendees to the guest list before saving the event.

NOTE: 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, vehicles, or equipment.
- You can view a list of MLML Resources at this link:

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

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