

Managing Shared Resource Calendars

Many UD departments have resources (e.g., conference rooms, equipment) that are shared by the members of the department. A shared resource calendar is a great way to manage those resources by allowing others to view a resource's availability and reserve it from within UDcalendar as needed.

A shared resource calendar can be created by an individual user (owner) and shared with others; HOWEVER, if the owner leaves UD, the shared calendar is deleted when the owner's account is deleted.

THEREFORE, most shared resource calendars should be created by UDit. The calendar will be configured to allow designated staff within the department to manage the shared resource calendar as desired, including managing access, delegation, and visibility by others. If a shared resource calendar manager leaves UD, the shared resource calendar can be delegated to an alternate staff member to manage.

General Information

In your UDcalendar view, your primary calendar (associated with your UD account) is displayed first under **My calendars**. Other calendars for which you have been delegated rights to manage events AND sharing will appear here as well.

Calendars that appear under **Other calendars** have been shared with you by others. You either have rights to manage events for the calendar (but not manage sharing) or you have rights to view event details for the calendar.

In *Figure 1*, Rudy Training is the primary user and has rights to manage events and sharing for MH - 379, but only has rights to view MH - 003.

When you place your cursor over a particular calendar, a drop-down arrow appears to the right of the calendar name. Clicking this arrow displays a menu that lists available options for this calendar (e.g., Display only this Calendar, Hide this calendar from the list, Calendar settings, etc.). You can also choose a color for events within this calendar to help distinguish it from other calendars that you are displaying in your UDcalendar view.

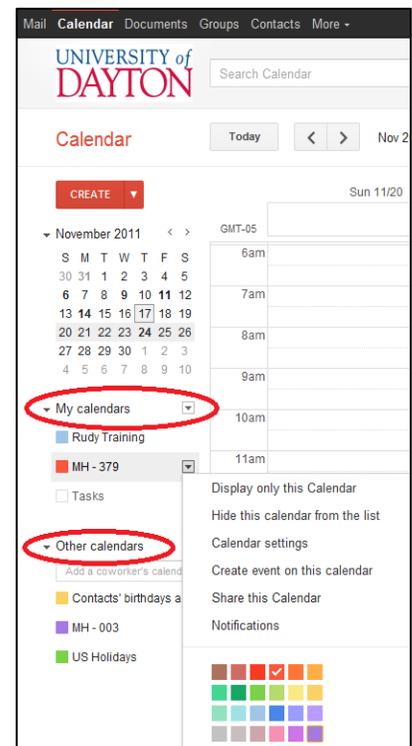


Figure 1

Set available hours for a shared resource

To set specific availability hours for your resource, simply block off the time when it's not available by scheduling the resource for those hours. These events will ONLY appear on the resource calendar.

1. Click the drop-down arrow to the right of the appropriate shared resource calendar
2. Click **Create event on this calendar**
3. Create individual and recurring events as needed to block off times when the resource is not available for use

Reserve the Resource

If you choose to manage the resource calendar by requiring others to contact you to reserve the resource, you can make an entry directly on the resource calendar on their behalf.

1. Click the drop-down arrow to the right of the appropriate shared resource calendar
2. Click **Create event on this calendar**
3. Create an event with the requested date, time, and information

Share the Resource Calendar with Others

If you have rights to manage sharing, you can share the resource calendar with others and decide what rights to assign them. Google offers several visibility settings to individuals with whom you have shared a calendar:

- **Make changes AND manage sharing** – highest level of visibility. These individuals can change all details about scheduled events—including those marked as private—AND can share the calendar with others. (Cannot be granted to anyone without a “@udayton.edu” email address)
- **Make changes to events** – These individuals can change all details about scheduled events, including those marked as private. (Cannot be granted to anyone without a “@udayton.edu” email address)
- **See all event details** – These individuals can view details of all events EXCEPT those marked as private.
- **See only free/busy (hide details)** – lowest level of visibility. These individuals can view when the calendar is booked and when it has free time, but cannot see any details of scheduled events.

To share a resource calendar:

1. Click the drop-down arrow to the right of the appropriate calendar in **My calendars**
2. Click **Share this Calendar**
3. Select the appropriate settings under **Share this calendar with others**
 - a. **Make this calendar public (not recommended)** – shares the calendar with everyone on the Internet, not just people with UDmail accounts
 - b. **Share this calendar with everyone in the organization University of Dayton** – shares the calendar with everyone that has UDmail accounts
 - i. If you wish to allow everyone at UD to AUTOMATICALLY reserve this resource, select **See all event details**.
 - ii. If you wish to allow everyone at UD to reserve this resource WITH YOUR APPROVAL ONLY, select **See only free/busy (hide details)**. (See *Approve Resource Reservation Requests*)
 - c. If you only want *specific* people at UD to reserve this resource, UNCHECK **Share this calendar with others**
4. Select the appropriate settings under **Share with specific people**
 - a. Enter the email address of the individual or group with whom you wish to share the calendar.
 - i. If you wish to allow this person or group to manage events and sharing, select **Make changes AND manage sharing**
 - ii. If you wish to allow this person or group to manage events (but not manage sharing), select **Make changes to events**
 - iii. If you wish to allow this person or group to AUTOMATICALLY reserve this resource, select **See all event details**

- iv. If you wish to allow this person or group to reserve this resource WITH YOUR APPROVAL ONLY, select **See only free/busy (hide details)** (See *Approve Resource Reservation Requests*)

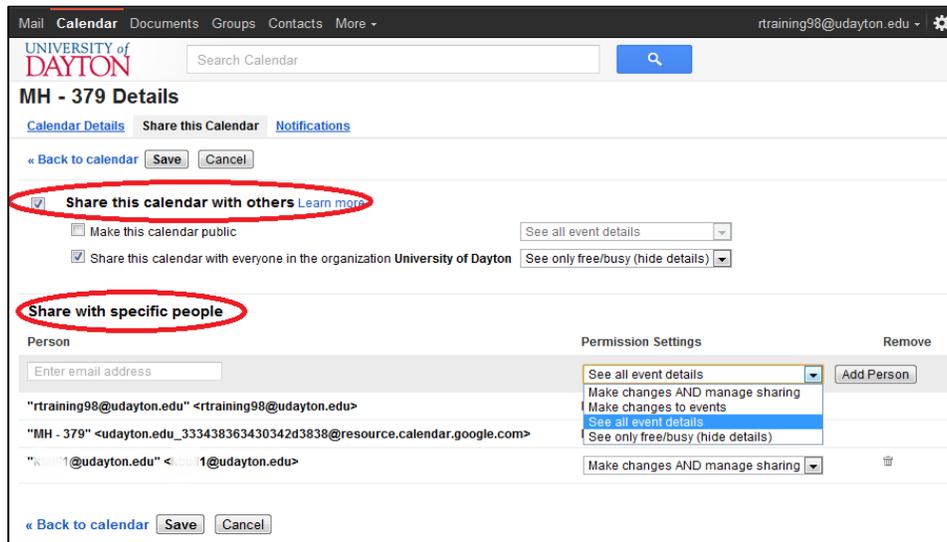


Figure 2

5. Click **Save**

Set Notifications

Notifications are useful if you wish to manage the resource calendar by allowing others to request the resource electronically but you want to approve those requests. OR you may just want to be aware when changes are made to the resource calendar. To set notifications:

1. Click the drop-down arrow to the right of the calendar name
2. Click **Notifications**
3. Check the appropriate boxes to indicate how you would like to be notified of changes to the resource calendar (see *Figure 3*)
 - a. **Event reminders** – reminders related to each individual event and its actual scheduled time (e.g., 2 days prior to the event)
 - b. **Choose how you would like to be notified** – notifications related to changes made to the calendar, and not necessarily tied to an event's scheduled time
4. Click **Save** to save your changes

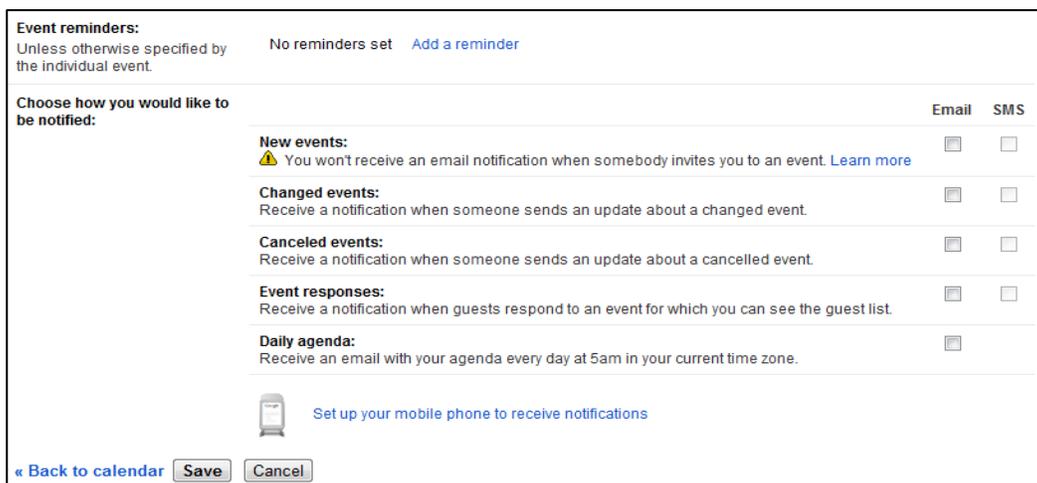


Figure 3

Approve Resource Reservation Requests

You can configure a shared resource calendar so that requests to use the resource require approval from an approved manager. To require resource reservation approvals for specific individuals requesting access to the resource, share the calendar with the appropriate person or group and grant them **See only free/busy (hide details)** access. (See *Share the Resource Calendar with Others*)

When someone with **See only free/busy (hide details)** access requests the resource, the requester will automatically receive a Declined event notice. If you choose to approve the request, the individual requesting the resource will then receive a notification that the request has been accepted. This ensures that no one is able to reserve the resource without your permission.

When you receive a reservation request notice for a shared resource that you manage:

1. Open the reservation request notice. You will see information about the event, including title, date, time, and who requested the resource. In *Figure 4*, notice that the request has initially been declined (i.e., **Going?** indicates **No**)
2. To change the response, click **more details >>** where indicated (NOT the more details >> link above **Going?**)

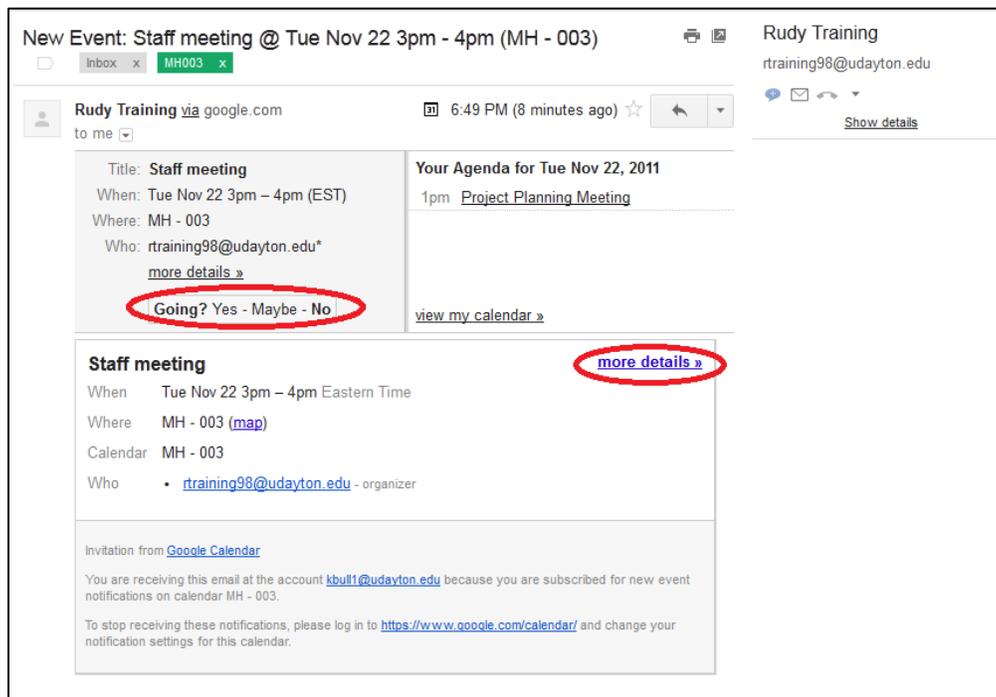


Figure 4

3. The calendar event indicates that the resource (MH-003 in *Figure 5*) currently is not attending the event. Click **Add a note or change your response** to adjust the response.

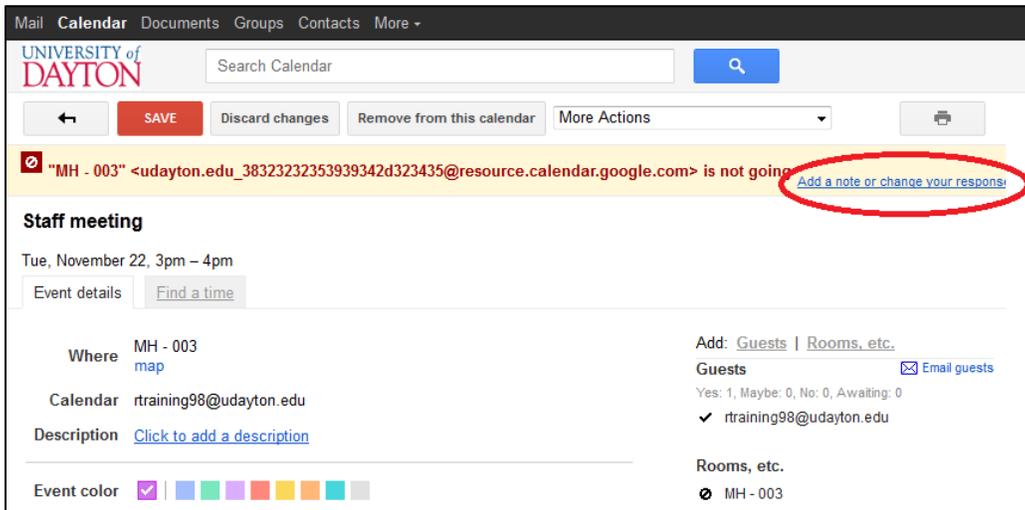


Figure 5

4. Click **Yes** and add an optional note to approve the request
 - a. If you are not approving the request, click **No** and add an optional note to let the requester know why you have declined the request.

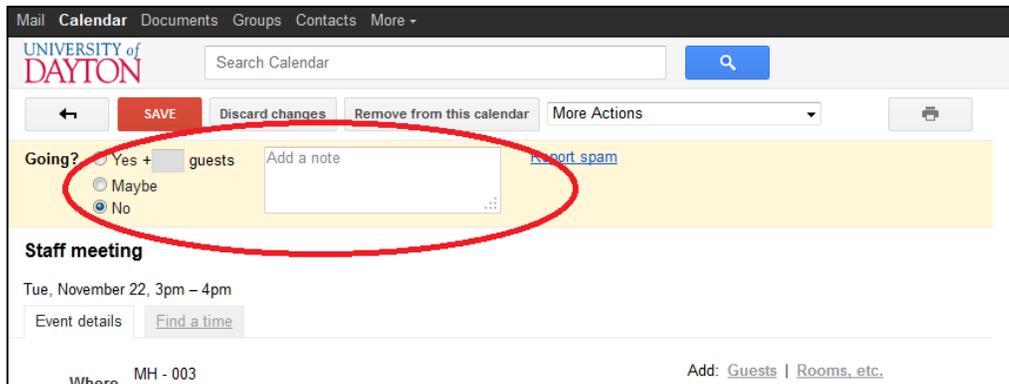


Figure 6

5. Click **Save** to send an updated notice to the requester

Monitor Resource Reservation Requests

If you configure the resource calendar so reservations require your approval, it is important to set up notifications for that particular calendar to notify you when someone requests the resource. (See *Set Notifications* in this document.) We recommend setting notifications for New events, Changed events, and Canceled events.

Once you set appropriate notifications, you can create a filter for each calendar to easily identify resource requests from other mail in your inbox. To create a filter:

1. Within UDmail, click the Gear icon in the upper right corner next to your mailbox name
2. Click **Mail Settings**
3. Click **Filters**
4. Click **Create a new filter**
5. In the Subject field, type **"New Event" OR "Updated Invitation" OR "Canceled Event"** (See Figure 7)

- a. NOTE: include the quotes and capitalize OR
6. In the Has the words field, type the name of the resource in quotes (e.g., "MH379") (See Figure 7)
7. Click **Continue >>**
8. Select the options that reflect how you would like to filter these messages. (See Figure 8)
 - a. We recommend selecting **Apply the label**, and then select an appropriate label from the list (e.g., "MH379", "Resource Requests", etc.). If you do not have an existing label with the desired name, you will have an opportunity to create a new label when you click **Choose label ...**
9. By default, this filter will be applied to **new** messages. If you have existing messages that meet this criteria, you can select **Also apply filter to <#> matching conversations**
10. Click **Update filter**

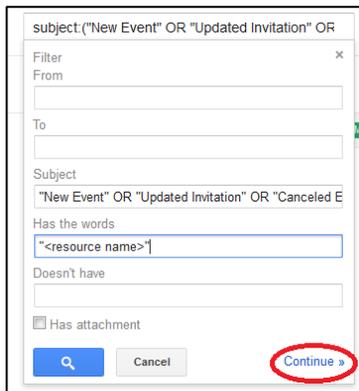


Figure 7

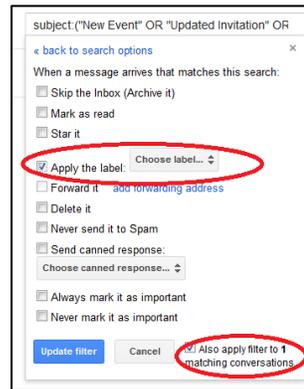


Figure 8

Manage Calendars Displayed in your UDcalendar View

If you have access to numerous calendars, you may find it distracting to have the entire list of calendars displayed in your UDcalendar view. To manage what calendars are displayed under **My calendars** and **Other Calendars**:

1. Click the drop-down arrow next to your primary calendar (under **My calendars**, the calendar that displays your name)
2. For **My Calendars** and **Other Calendars**, select which calendars to display under **Show in List**
3. Click << **Back to calendar**

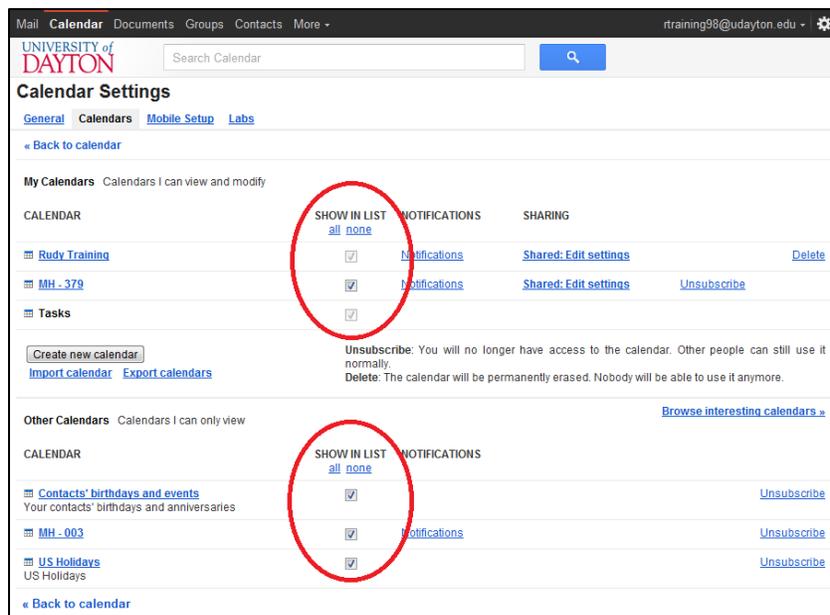


Figure 9

If you choose to remove a calendar from your UDcalendar display, you can still access it from your UDcalendar as needed.

1. Click the drop-down arrow next to **My calendars**
2. Click **Settings**
3. Click the desired calendar name to open it OR click **Show in list** to return it to your UDcalendar view