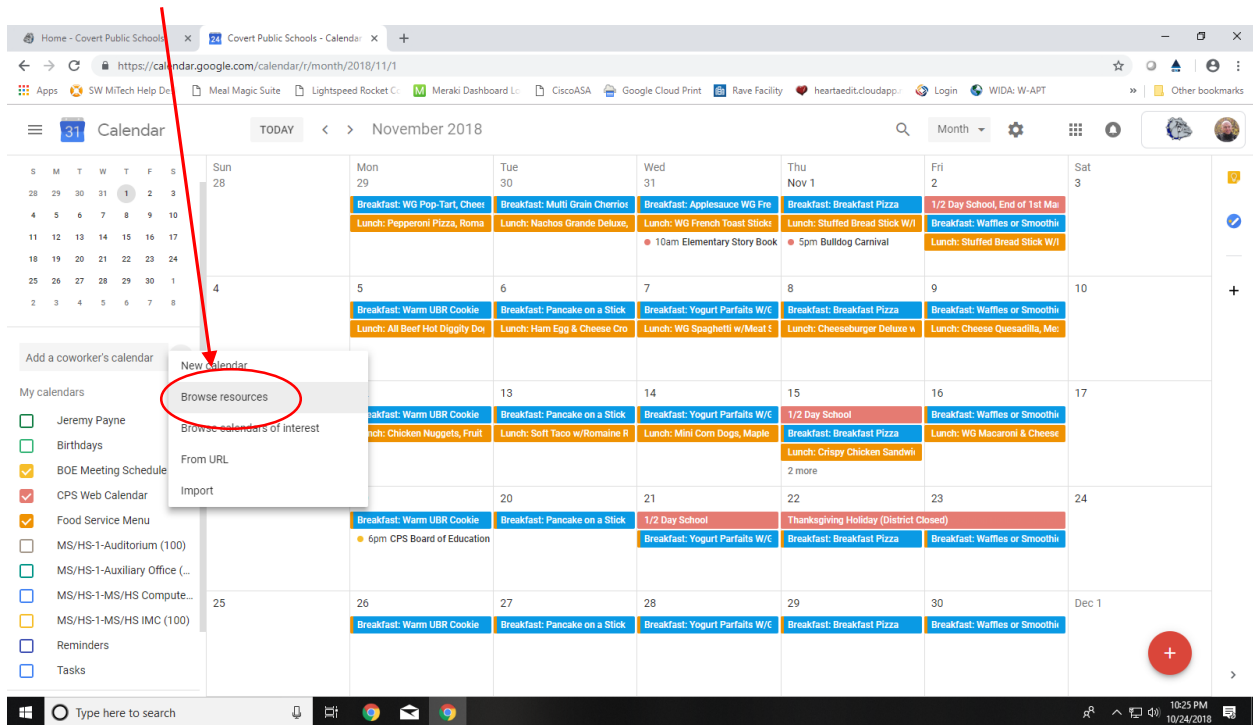
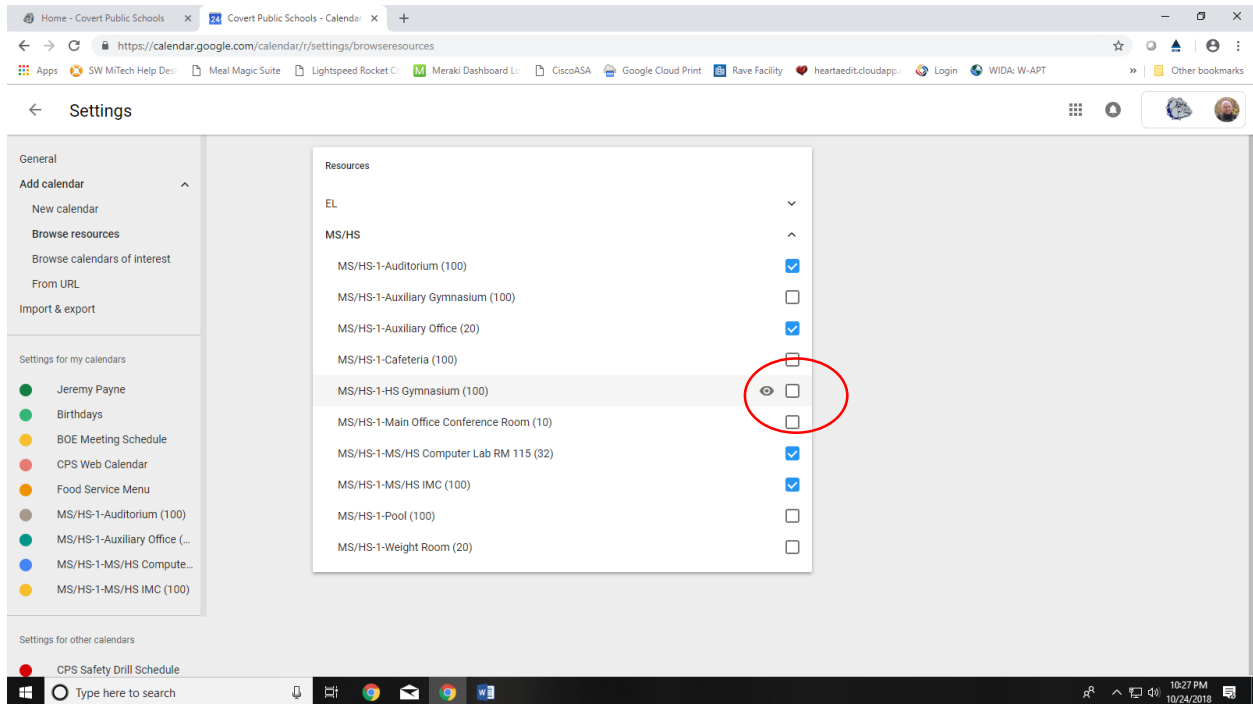


To view district resource/room calendars, click the + sign next to “Add a coworker’s calendar” the select “Browse Resources.”



Put a check mark next to the resource/room whose calendar you wish to subscribe to, and it will show up in your list of calendars. You can then see if the resource is available to you at the time you need it or if someone else has reserved it.



When creating an event in Google Calendar, you can reserve district resources/rooms for the event. Selecting the room in this fashion adds the event not only to your calendar, but also the calendar for the resources/room. You'll note that when you select the room from the list, the "Add location" field on the event screen automatically populates.

