

FAQ – Google Conference Room Calendars

Who is allowed to schedule a room?

Anyone and everyone with a NOAA email address is allowed to schedule a room.

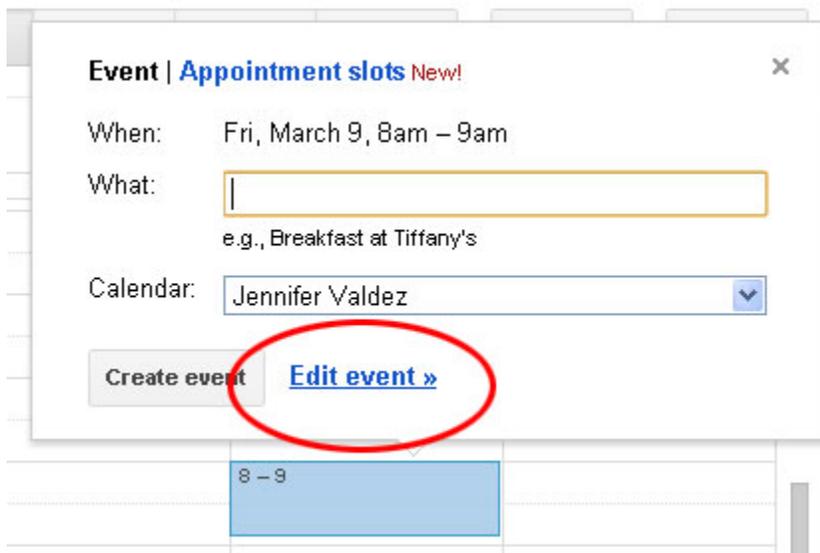
Is approval needed?

No. If the room is available, you can reserve it.

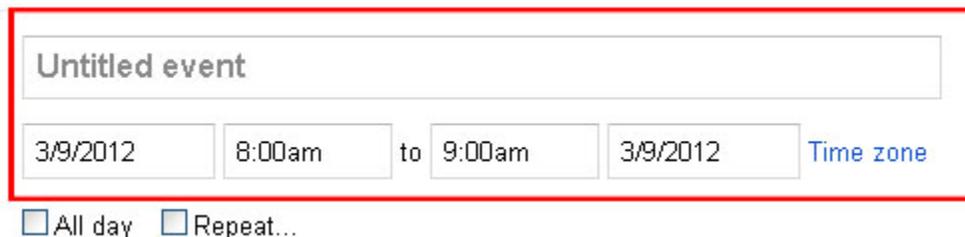
How do I reserve a room?

The preferred method is to follow these steps:

- If you're using the Google web interface, just click "Calendar" near the upper left corner. Otherwise, visit <https://www.google.com/calendar/> and log in.
- By default, you'll be on your calendar. Find the date and time you're looking to schedule and click on it.
- You'll get a pop-up that lets you enter "What." You can enter a title here, but you'll need to do more to reserve the room. Instead, click on "Edit event" near the bottom of the pop-up.

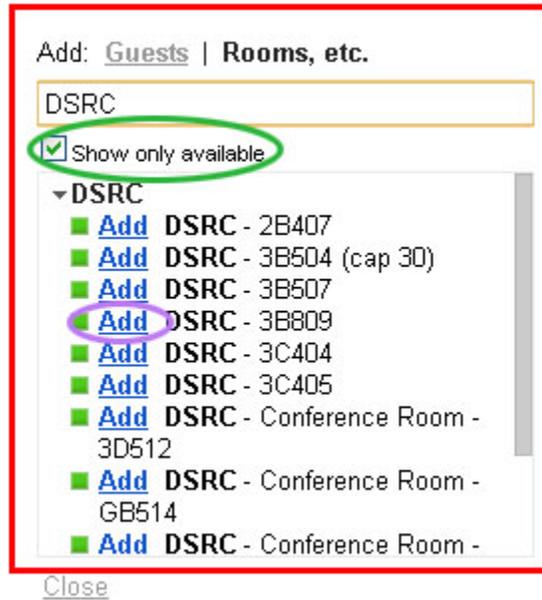


- On the "Edit the Event" page,
 - Fill in the title.
 - Check to see that the date and times are correct. You can change them if necessary.

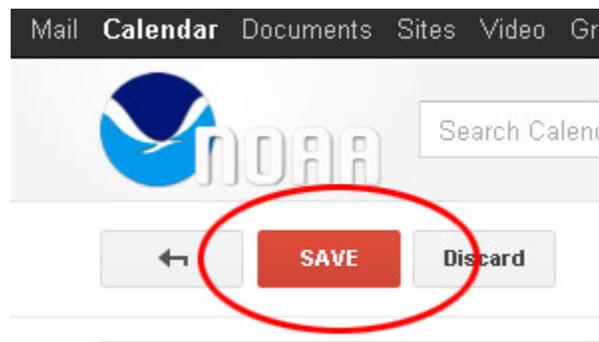


- Fill in a brief description.
- Invite attendees by clicking on "Guests" near the right side, middle of the page.
 - Type in the beginning of the email address and select from the list.
 - Alternately, you may invite a group that you created in your Google contacts list. This feature is very handy for recurring group meetings.

- You may also type in a NEMS group email address. Google will send an email to each person on the list; however, this will not allow the individual to accept/decline the invitation. It is best to use a group you created in your Google contacts list.
- Select a room by clicking “Rooms, etc.” next to the “Guests” option.
- Type “DSRC” in the box where it says “Filter room.”



- By default, it will show only available rooms. To see more, unclick the box next to “Show only available.” This can be useful if there is a specific room that you absolutely need.
- Select the desired room (or rooms) that you need by clicking “Add.”
 - When a room is selected, Google Calendar populates the “Where” box.
 - Make changes by clicking “Add” or “Remove” in the room drop-down box, not in the “Where” box, which is only a text box and will not change the room reservation.
- The “Find a time” option, which is just to the right of “Event details,” allows you to view the availability of each guest and room that you invited. If you see a conflict, you can change the date and time (boxes at the top of the page) to find a better time.
- There are a few more options that you can explore, but for now, that’s all you’ll need.
- Click “Save” near the top. If you skip this step, you’ll lose the entry!



If you have questions, contact the person listed for that room (on <http://esrl.noaa.gov/gsd/conferencerooms/>) or contact Jennifer Valdez x4584.

What if I need a room and it is busy or I can't find anything available to meet my needs?

The contact person for each room has the ability to override previously scheduled reservations. However, you should contact the person who has made the reservation and discuss the situation.

Can I just view the calendars for the rooms?

Yes. Each GSD Conference Room will have a web page linked from <http://esrl.noaa.gov/gsd/conferencerooms/>. You'll still need to follow the directions above to schedule your meeting.

How do I cancel or change a reservation?

If you created the reservation, you can modify it by clicking on the event and making changes. If you need assistance, the contact person for the room is able to help.

What else do I need to know?

It is a good idea to follow some basic courtesies:

- Cancel a reservation as soon as you know you won't need it
- Don't schedule standing meetings "just in case"
- Don't reserve multiple rooms unless absolutely necessary.
- If you don't see your meeting, try hitting the refresh button.

Where can I go to learn more?

Access Google Calendar's support page: <http://support.google.com/calendar/?hl=en&ctx=users>

Google Calendar FAQ: https://docs.google.com/a/noaa.gov/document/pub?id=1-SuuajJTh1Skm_xk8rs0NpOU_XUkpycfu3kQeRZeSc&embedded=true#id.1m7vif8tbm60

Contact your branch secretary or Jennifer Valdez x4584.