Google Calendar (Gcal)

Overview for Resource Calendar Custodians

Resource calendars include location, asset, departmental, and project calendars.
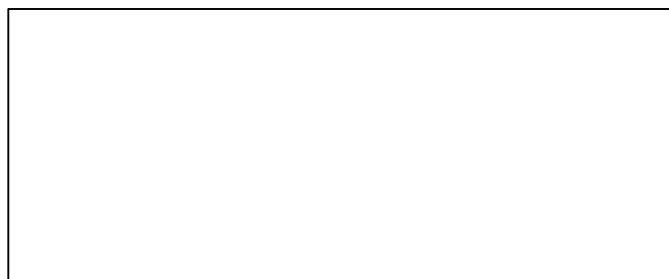
Resource Calendar Custodian

Resource calendar custodians serve two primary purposes. As the owner of a resource calendar, custodians can decide what setting changes should be made to a resource calendar. This includes requesting changes to the sharing access of the resource calendar for other users.

Custodians also serve as moderators of a resource calendar and should review and respond to invitations that are received for a resource. In responding to an event invitation, a custodian decides who may utilize the resource.

By default, custodians have the **Make changes to events** sharing permission. Other users may already have or may be granted this permission as well, but a resource calendar only has one custodian at a time.
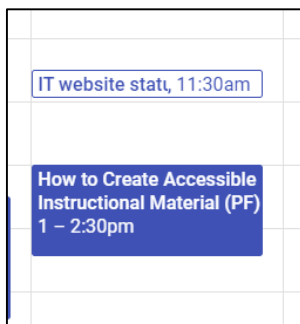
Resource Calendars

As a custodian you will see the resource calendar(s) listed in the **Other Calendars** list in your account. If you click the name once you will either hide or display the resource calendar in your calendar view. *Tip*: It may be easier if you view only the resource calendar when working with it. To do so, click next to the resource calendar name and click **Display this only.**
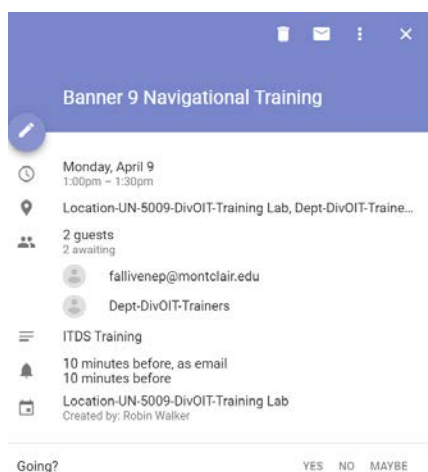
Moderating Resource Calendars

As a custodian you should periodically review your resource calendar for new events. When you or another user invite a resource to an event, the event will appear in an outline (not a solid color).

Responding to an event invitation on the resource calendar is the same as doing so for your personal calendar. You can click the event invitation once on the resource calendar and click **Yes, Maybe**, or **No** on behalf of the resource.


Sharing Settings

By default, resource calendars are shared with all users in our Montclair Google Apps domain and allow them to see only a **Free/Busy** status (no meeting detail). This facilitates the basic scheduling processes. As a custodian, you received an email during the launch of the service detailing the initial user sharing assignments for your resource calendar(s).
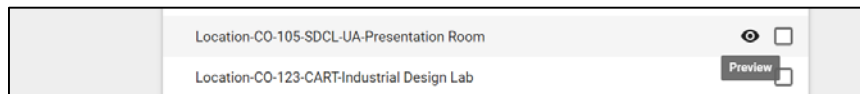
If you need to make changes to these settings, you should open a ticket with the IT Service Desk x7971 at this time.

To See Free/Busy Time of a Resource Calendar:
1) Click the **+** next to **Add a coworker's calendar**
2) Select **Browse resources**
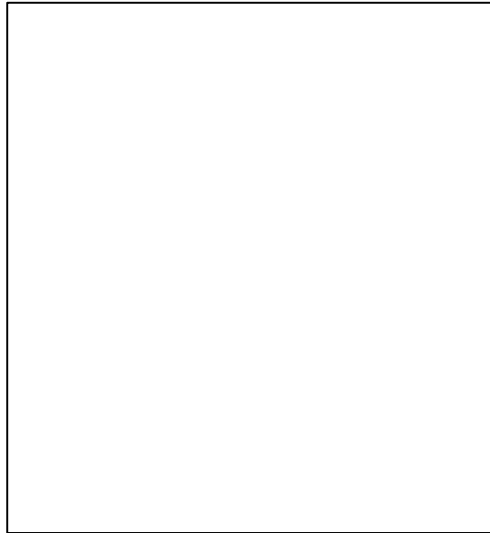
3) Click the **Location** to expand the resources
4) Hover your mouse on the resource and click on the **Preview** icon to see the Free/Busy times

Location-CO-105-SDCL-UA-Presentation Room	👁	☐
Location-CO-123-CART-Industrial Design Lab	Preview	☐

Notifications for Resource Calendars

As periodically reviewing your assigned resources for new meeting proposals can be cumbersome depending on the amount of events on a resource calendar, it is highly recommended that you enable email notifications to alert you when event proposals and changes occur to the resource.

To Enable Notification of Resource Changes:
1) Under Other Calendars, click next to the resource calendar
2) Click **Settings**

3) Under **General notifications**, click the drop down arrow for **New events** and select **Email**