Create and Share a Resource Calendar

Stephanie Obodda - 2024-03-20 - Comments (0) - Google Calendar

Resources (such as conference rooms) each have their own calendar in Google. Someone within the department is assigned editing and sharing access to their resources calendars so they can control how - and by whom - the resource is booked.

Benefits of using a resource calendar include:

- conflicting appointments can be automatically declined
- the resource calendar name automatically appears in the Location field of the event

Please note: all resource calendars are, by design, rooms that will appear in the listing of all university rooms. If you have a private, department-only space that is only used by a small group of people, a resource calendar is not the best option. A regular new Google Calendar provides more granular control and privacy. Any person can create a new calendar at any time and share it with a set list of others.

Request a Resource Calendar

Resource calendars must be requested through the IT Service Center. When the resource is shared with you, you should receive an email with the subject line "Your Resource Name has shared a calendar with you".
Once the calendar has been shared with you, it will appear under My Calendars on your calendar page.
Please DO NOT change the name of your resource calendar.

Share Your Calendar

For instructions, see the knowledge article Share a Google Calendar

Resource Calendar Permissions

Though the options look the same whether you are sharing a personal or a resource calendar, the implications are different. Here is what each permission means for a resource calendar.

Permission	People with this permission...
See Only Free/Busy (hide event details)	Can book the resource, but they cannot view any event details. (Just "Busy".)
See All Event Details	Inherit the above with the addition of users now being able to view full details of all events.

Make Changes to Events	Inherit the above with the addition of allowing users to make changes to events.
Make Changes and Manage Sharing	Inherit the above with the addition of allowing users to delegate access to other users.
Unchecking "Share this calendar with everyone in the organization Brown University"	The calendar will never show in the "available" list that is shown by default when searching resources. People can still, however, see that the resource exists and could make a request to book it, despite the room being unavailable.