CALENDARING

Purpose

The Department of Geography uses "Google Calendar" to schedule people and resources such as rooms and conference room equipment.

For information on equipment reservations, please click here.

Please scroll down below the calendars for information about how to subscribe to a particular calendar.

Sherman Lab - Geography
Setting up your account

If you have not already set up your UW Google Apps account, go here:
https://uwnetid.washington.edu/manage/

Click Google Apps.
Agree to terms.
*Don’t change deskmail email to Google.
Use your email ending in "uw.edu", not: “u.washington.edu”.
Leave or modify your name as it will appear in Google Apps.
Use your UW NetID password.
Navigate to Google Calendar.
Setup your account for UW SOART use.

Geography Calendaring System
Once your UW Google Apps account is established, you can view the room schedules on the embedded calendars below. You can click on an event to see its basic information, and you have the option to select More Details to see all the information associated with a booking. To make a new booking, you will need to log in to Google Calendar.

**Geography Google Calendar ID's**

These calendars have been shared out with appropriate access rights where applicable (ie., see and make changes) for staff and faculty to make their own reservations for these rooms and equipment. Before they will show up when you log into Google Calendar, you need to add them. On the lower left of the Google Calendar page, there is a section called 'Other Calendars' with a box that says "Add a Coworker's Calendar". Enter the appropriate email address from the table below for the calendar(s) you wish to view.

<table>
<thead>
<tr>
<th>Collaboratory</th>
<th><a href="mailto:uw.edu_ddsdv0a3skpl9gf1oliji3jp4i8@group.calendar.google.com">uw.edu_ddsdv0a3skpl9gf1oliji3jp4i8@group.calendar.google.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherman Lab</td>
<td><a href="mailto:uw.edu_14d2aessp61icgu1d0kvhmfk0@group.calendar.google.com">uw.edu_14d2aessp61icgu1d0kvhmfk0@group.calendar.google.com</a></td>
</tr>
<tr>
<td>409 – Seminar Room</td>
<td><a href="mailto:uw.edu_sqi4qomejh3r4okqsrf37rk7c4@group.calendar.google.com">uw.edu_sqi4qomejh3r4okqsrf37rk7c4@group.calendar.google.com</a></td>
</tr>
<tr>
<td>Starlight Room</td>
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<tr>
<td>Laptop Checkout</td>
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<tr>
<td>Grad Shared Office</td>
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</tr>
<tr>
<td>Events</td>
<td><a href="http://gmail.uw.edu/">Click here to view Events Calendar</a></td>
</tr>
</tbody>
</table>

If you find yourself unable to view a calendar, or can view the calendar but not create new bookings, please email geoghelp@uw.edu for assistance.

**Sharing Your Calendar with other Geography staff and/or faculty**

Log into your UW Google Calendar – [http://gmail.uw.edu/](http://gmail.uw.edu/)

Go to this icon at the top right of your browser window

Click and select -> Calendar Settings > Calendars

Click “Shared: Edit settings” corresponding to your calendar.

Under “Share with specific people” paste (or type) into the “Person” box (it will say “Enter email address”) email addresses of users you wish to share your calendar with (using the “@uw.edu” form, not: “@u.washington.edu”), in a comma-delimited string.

**Additional Details:**

Permissions settings are most likely set to “See All Event Details” by default, and that is what you want generally.

Click “Add person”.

Click “Save”.

Miscellaneous Google Calendar operations

Importing events using .csv, .ics, and .vcs files

People commonly create and share events using .csv, .ics, and .vcs files. To import such events:

1. In the left navigation, in the Other Calendars box, click Add, then select Import Calendar
2. Choose File (note that it says it does CSV and ICS, but it will do VCS as well
3. Pick the calendar you decide to import to
4. Import