

How to reserve a rolling laptop cart or shared space such as conference rooms

1. Bring up your Google Calendar
2. Under “Other Calendars” on the left, choose Browse Resources

Subscribe to calendar

Create new calendar

Browse resources

Browse calendars of interest

From URL

3. Click on the building and scroll down to find the rolling carts you use during the year and Subscribe to those calendars. If you place meetings on shared space calendars, locate those spaces and Subscribe to those calendars.
4. Click the back arrow next to Settings as shown below

← Settings

5. At this point any cart or shared space calendar overlays your calendar. To show/hide any calendar click the colored square next to the calendar. For example, if I click the colored square next to my calendar, it hides it.



6. Click and drag directly on the cart or shared space calendar on the proper date/time to make reservation