

Medina City School District - How to schedule a Google Meeting including a Conf Room.

Step 1: Open your google Calendar and select the "+" to create a new event (Meeting)

<http://google.com/calendar>

Calendar interface showing a calendar grid for November 2017. The grid displays events such as "Test Meeting - BOE, 11:30am" on Monday, November 6th, and several "test" meetings on Friday, November 3rd. A red callout box with a white background and black border points to a red "+" button in the bottom right corner of the calendar grid. The callout box contains the text "Schedule a new meeting by clicking here first."

My calendars

- Harvey Balas
- Birthdays
- BoE-1-Lower Conference R...
- BoE-1-Testing Conference ...
- BoE-1-Upper Conference R...
- Karoline Balas
- MHS-1-GreenAdmin-RM11...
- MHS-1-Main Office-RM140...
- MHS-1-White-Admin-RM2...
- MHS-2-GreenGuidance-R...
- MHS-2-WhiteGuidance-RM...
- Ryan O'Cull
- Tasks
- Tech-Dept

<https://accounts.google.com/SignOutOptions?hl=en&continue=https://calendar.google.com/cal...>

Step 2: The new event dialog will open. Select the Date/Time for your event, and then select your participants.

The screenshot shows an event creation interface. At the top, there is a text input field labeled "Add title" and a blue "SAVE" button. Below this, the date and time are set to "Nov 6, 2017 6:30pm to 7:30pm Nov 6, 2017 TIME ZONE". A red arrow points to the "Does not repeat" dropdown menu, with a callout box that says "Step 1: Select your date and time here." Below the date and time, there are tabs for "EVENT DETAILS" and "FIND A TIME". The "EVENT DETAILS" section includes fields for "Add location", "ADD VIDEO MEETING DETAILS", "Notification" (set to 10 minutes), "ADD NOTIFICATION", a calendar icon with "Harvey Balas" selected, and "Busy" and "Default visibility" options. At the bottom of this section is a rich text editor with "Add description" and various formatting icons. On the right side, there are tabs for "GUESTS" and "ROOMS". A red arrow points to the "GUESTS" tab, with a callout box that says "Step 2: Add your meeting participants here." Below the "GUESTS" tab, a search input field contains "ryan|", and a dropdown menu lists four participants: Ryan O'Cull (ocullr@medinabees.org), Karen Ryan (ryank@medinabees.org), Ryan O'Cull (rkocull@gmail.com), and ryan.cahoy@rise-vision.mail.intercom.io.

Step 3: select the "ROOMS" menu item, selecting the proper building and you'll see available conf rooms for your meeting Date/Time slot

The screenshot shows a meeting creation interface. At the top, there is a title field with a close button (X) and a 'SAVE' button. Below the title field, the date and time are set to 'Nov 6, 2017 6:30pm to 7:30pm Nov 6, 2017' with a 'TIME ZONE' dropdown. There is also an 'All day' checkbox and a 'Does not repeat' dropdown.

On the left side, there are sections for 'EVENT DETAILS' and 'FIND A TIME'. The 'EVENT DETAILS' section includes fields for 'Add location', 'Hangouts Meet (sca-motd-vow)', 'Notification' (set to 10 minutes), 'ADD NOTIFICATION', 'Harvey Balas' (with a status indicator), 'Busy', and 'Default visibility'. Below this is a rich text editor with 'Add description' and various formatting options (bold, italic, underline, list, link, etc.).

On the right side, there is a 'GUESTS' section with a 'ROOMS' menu item circled in red. A yellow callout box with a red border points to this menu item, containing the text: 'Step 1: Click on the ROOMS menu'. Below the 'ROOMS' menu is an 'Add rooms' field and an 'Available rooms only' dropdown. A list of rooms is displayed, with 'MHS' highlighted in yellow. A red arrow points from the 'MHS' highlight to a yellow callout box with a red border, containing the text: 'Step 2: Select the building and then conference rooms that are available at your specified meeting date/time will be shown. If a specific conference room is not shown, then it most likely already scheduled by someone else.' The list of rooms includes: 'BoE', 'MHS', 'RM1104B MHS · 1-GREEN ADMIN (10)', 'RM1408L MHS · 1-MAIN OFFICE (20)', 'RM2120A MHS · 1-WHITE-ADMIN (20)', 'RM1200B MHS · 2-GREENGUIDANCE (6)', and 'RM2222A MHS · 2-WHITEGUIDANCE (10)'. Below the rooms list is an 'Other non-room calendars' dropdown and a list of organizers: 'balash@medinabees.org Organizer' and 'Ryan O'Cull'.

Step 4: Add a Title, an optional description and click SAVE to finalize your meeting

The screenshot shows a meeting creation interface. At the top, the title "Google Chrome Updates" is entered in a text box, with a red arrow pointing to it from a yellow callout box that says "Step 1: Give your meeting a title!". To the right of the title is a blue "SAVE" button, with a red arrow pointing to it from a yellow callout box that says "Step 3: Click SAVE.". Below the title, the date and time are set to "Nov 6, 2017 6:30pm to 7:30pm". There are also options for "All day" and "Does not repeat".

On the left side, under "EVENT DETAILS", there are options for location ("MHS-1-Main Office-RM1408L (20)"), meeting type ("Hangouts Meet (sca-motd-vow)"), notification ("Notification 10 minutes"), and notification recipient ("Harvey Balas"). There are also options for "Busy" and "Default visibility". Below these is a rich text editor with a toolbar containing icons for link, bold, italic, underline, list, and link. The text in the editor reads "Ryan - Let's talk about the latest Google Chrome Updates! Good stuff coming online." A red arrow points to this text from a yellow callout box that says "Step 2: Optional: You can put something about why your are meeting here."

On the right side, under "GUESTS ROOMS", there is a section for "Add rooms" with a dropdown menu for "Available rooms only". Below this, there are sections for "BoE" and "MHS". The "MHS" section is expanded and shows a list of rooms: "RM1104B MHS · 1-GREENADMIN" (10 participants), "RM2120A MHS · 1-WHITE-ADMIN" (20 participants), "RM1200B MHS · 2-GREENGUIDANCE" (6 participants), and "RM2222A MHS · 2-WHITEGUIDANCE" (10 participants). Below this is a section for "Other non-room calendars" which is collapsed. At the bottom, there is a list of participants: "balash@medinabees.org Organizer", "Ryan O'Cull", and "MHS-1-Main Office-RM1408L (20)". A red arrow points to this list from a yellow callout box that says "NOTE: Here you can see your meeting participants + the conf room you have selected."

Step 5: Click SEND to send out the meeting invite to your participants

The screenshot shows the Google Calendar 'Create Meeting' interface for a meeting titled 'Google Chrome Updates'. The meeting is scheduled for Nov 6, 2017, from 6:30pm to 7:30pm. The location is 'MHS-1-Main Office-RM1408L (20)'. The meeting type is 'Hangouts Meet'. A confirmation dialog box is overlaid on the screen, asking 'Would you like to send invitations to guests?' with three options: 'CANCEL CHANGES', 'DON'T SEND', and 'SEND'. A red arrow points from a yellow callout box to the 'SEND' button. The callout box contains the text: 'Select SEND to email your meeting participants the details.' The background interface shows various settings like notifications, add notification, and a list of rooms.

Google Chrome Updates

Nov 6, 2017 6:30pm to 7:30pm Nov 6, 2017 TIME ZONE

All day Does not repeat

EVENT DETAILS FIND A TIME

MHS-1-Main Office-RM1408L (20)

Hangouts Meet (sca-motd-vow)

Notification 10 minutes

ADD NOTIFICATION

Harvey Balas

Busy Default visibility

Ryan - Let's talk about the latest Google Chrome Updates! Good stuff coming online.

Would you like to send invitations to guests?

CANCEL CHANGES DON'T SEND SEND

Select SEND to email your meeting participants the details.

RM2120A MHS · 1-WHITE-ADMIN 20

RM1200B MHS · 2-GREENGUIDANCE 6

RM2222A MHS · 2-WHITEGUIDANCE 10

Other non-room calendars

balash@medinabees.org Organizer

Ryan O'Cull

MHS-1-Main Office-RM1408L (20)

Done! After that, you'll see the meeting on your calendar. Your participants will get an email with the option to accept or decline your meeting invitation.

The screenshot shows a calendar application interface. At the top, there is a navigation bar with a hamburger menu, a logo, the word 'Calendar', a 'TODAY' button, and navigation arrows for 'November 2017'. On the right side of the navigation bar, there are icons for search, month view, settings, a grid view, a notification bell, and a profile icon. Below the navigation bar is a calendar grid for November 2017. The grid shows days from Sunday to Saturday. On Monday, November 6th, there are two meeting events: 'Test Meeting - BOE, 11:30am' and 'Google Chrome Upda, 6:30pm'. A red arrow points from a yellow callout box containing the text 'Here's your meeting!' to the 'Google Chrome Upda' event. On the left side of the calendar, there is a sidebar with the text 'Add a coworker's calendar +' and a list of 'My calendars' including 'Harvey Balas', 'Birthdays', and several 'BoE-1' conference rooms. At the bottom right of the calendar grid, there is a red circular button with a white plus sign.

Questions? Call the helpdesk at x4357 or ask somebody in the Technology Dept.