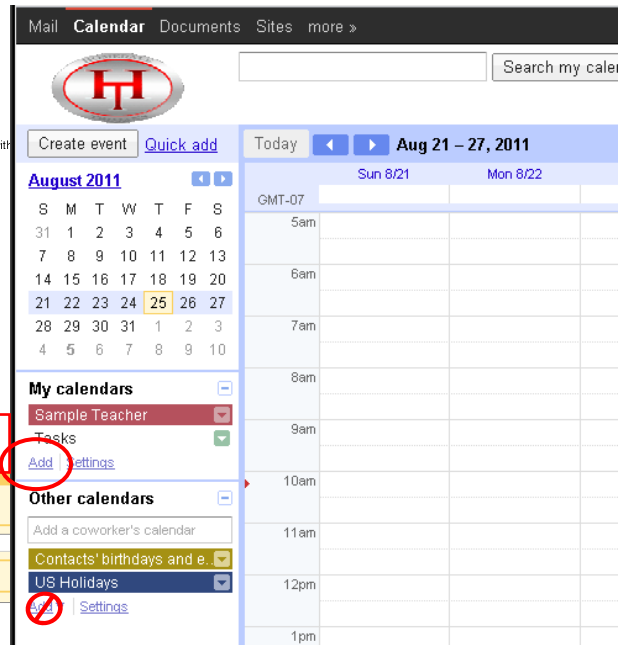
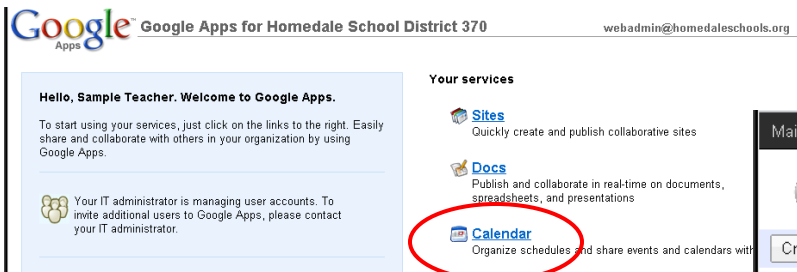
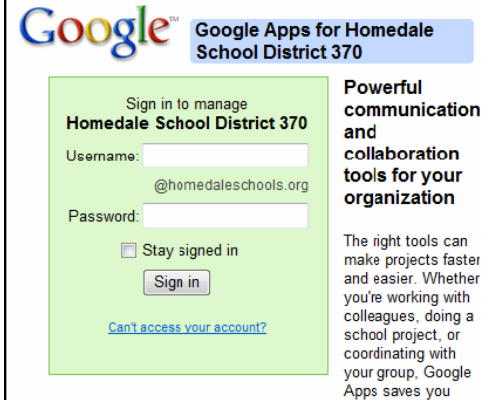


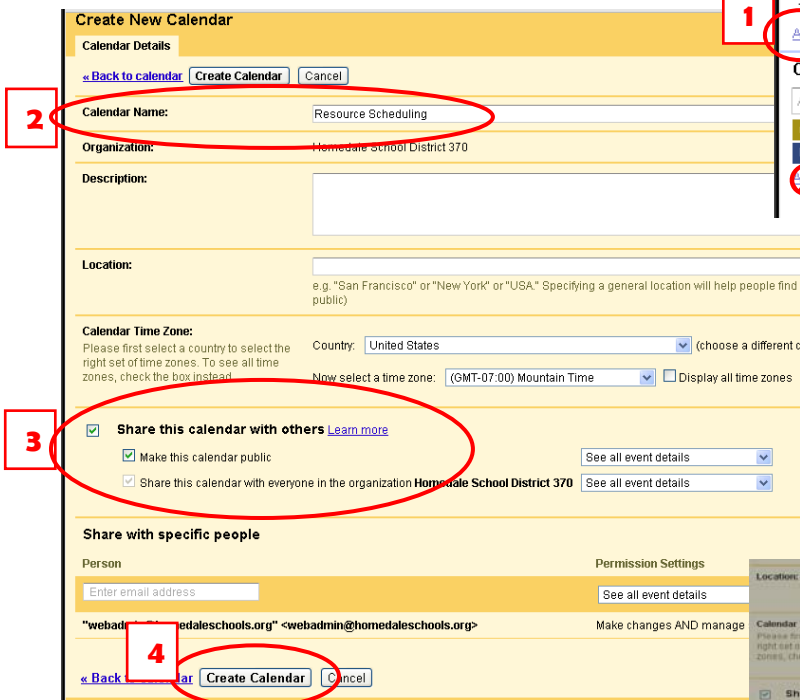
# Google Apps Resource Scheduling with Google Apps Calendars - SETUP

Computer Labs and Libraries at each school can be reserved by faculty and staff using Calendars in the Google Apps suite. Some set up is required. Follow these steps:

- **Login** to Homedale's Google for Education account. You can access the account through the Google Apps link in the district website Teacher Resources menu or the Resource Scheduling page, or at [www.google.com](http://www.google.com)
- **Username:** your district email name  
**Password:** hsdemailpw (this is the default for first login)
- On first login, you'll need to accept the Terms of Service and may be required to type 'captcha' letters
- From the Welcome screen, choose **Calendar**



- Create a **Scheduling Calendar:**  
This only needs to be done one time
- Click the **Add** link at the bottom of the My calendars list (not the Other calendars list)
- Type the Calendar Name:  
**Resource Scheduling**



- Check **Share this calendar with others**
- Check **Make this calendar public**
- Click **Create Calendar**
- Click **Yes** to dismiss the Warning

If your calendar is not public, your scheduled events will show on your calendar but not be visible to others on the district scheduling calendar

