

# Sharing Room Calendars

Chemistry IT assists the Chemistry department in properly configuring and authorizing access to room calendars. This page contains relevant notes.

## Chemistry Room Calendar public info

- <http://rooms.chem.cornell.edu/>
- List of rooms is on this page:
  - <http://rooms.chem.cornell.edu/roominfo-avsupport/>

## Free/ busy times available on some room calendars

As of 4/5/2018 (see ticket INC000002012198), Cornell Exchange users can see free/ busy times in these four rooms:

- 201 PSB (psb-201confirm)
- 214 PSB (psb-214)
- 125A Baker Lab (bakerlab125a)
- B57 Baker Lab (bakerlab-g57)

No logical reason not to have done this for all our room calendars, but thought it best to make the changes to just these few and see if there were unintended consequences..

## Instructions to share

For Chemistry IT staff:

- Ensure you have "Administrator" access to EGA of room calendar.
  - <https://eam.exchange.cornell.edu/>
- Open room calendar for the room using O365 interface (must log into your account first, naturally!)
- Alt-click the Calendar on the left (within the Calendar room of the room's account) and select "Sharing permissions".
- For "My Organization", change pull-down setting from "Not shared" to "Can view when I'm busy".

Note: If a Chemistry staff member needs to see more, they can ask Chemistry Office staff, most who have that access.

- If they need such information regularly, Michael Lenetsky can request that permission be granted, and Chemistry IT can make it so.