

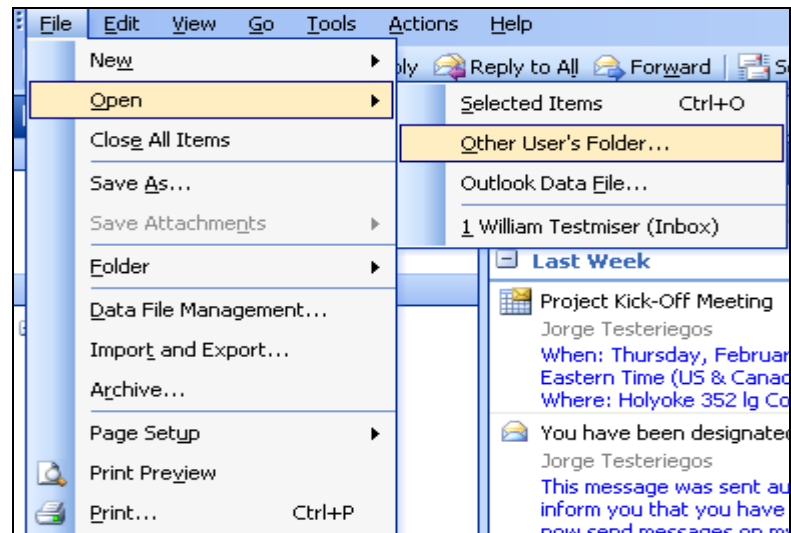
Utilizing Resource Calendars

Many groups at Harvard use calendars to track departmental activities or to reserve resources like meeting rooms or equipment owned by the department. There are several types of resource calendars, including:

<p>Tracking Calendar Example: vacation calendar, project planning schedule</p>	<ul style="list-style-type: none"> • Used to record a schedule • Visible to Reviewers • Authors, Editors and Publishers have read/write access • Schedule hidden from “everyone else” • “Electronic piece of paper”
<p>Auto-book Resource Example: A meeting room that anyone can reserve</p>	<ul style="list-style-type: none"> • Automatically accepts meeting requests • Declines conflicting meeting requests
<p>Moderated Resource Example: A meeting room that requires approval before reserving</p>	<ul style="list-style-type: none"> • Schedule visible to Delegates • Delegate approval required for booking confirmation

Let’s say that you have been granted access to a Tracking Calendar created to capture your departments Vacation Schedule.

1. Select **File** → **Open** → **Other User’s Folder...** from the main menu bar.



2. Enter the name of the Vacation Calendar in the **Name** box.

3. Select **Calendar** from the **Folder type**: drop down menu.

4. Click the **OK** button to open the calendar.

