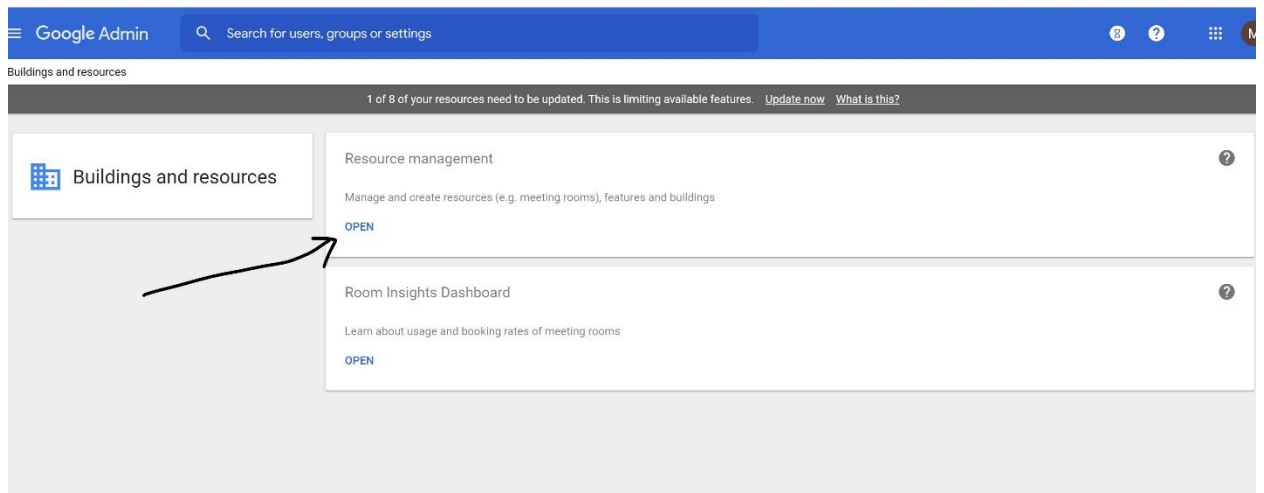
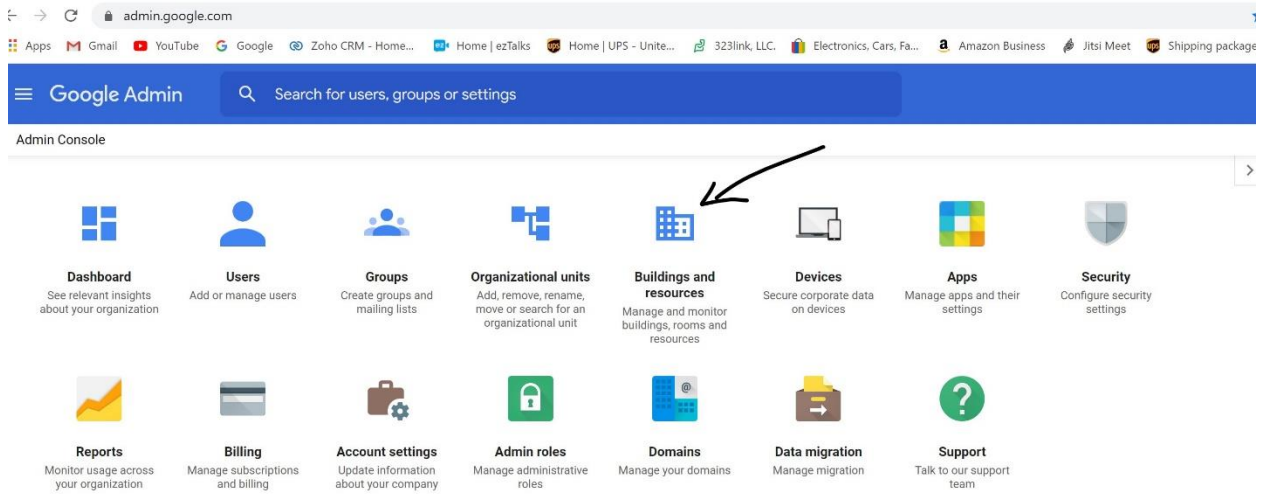


## Creating Room resources for Google

1. Go to [admin.google.com](https://admin.google.com), Go to Buildings and Resources, then open Resource Management.



2. Add resource, name resource. And enter capacity, select Google Meet under features then Add resource at bottom.

Resources

+ Add a filter

Resources ↑	Building	Floor	Type	Features
BorisMeetingtestroom	323Link Nashville	1	AV ROOM	BorisRoom
Franklin Demo Room	323Link Nashville	1	Demo room	-
Main Demo Lab Franklin	323Link Nashville	2	Demo Room	Google Meet
MyTestRoom	MyBuilding	L	-	BorisRoom
Ottesting	323Link Nashville	1	-	-
bnunley	323Link Nashville	1	615-794-8777	-
gfdgfdgfdg	323Link Nashville	1	-	-
test	323Link Nashville	1	-	BorisRoom
thanisco	323Link Nashville	1	AV Room	323 1Touch - JET, Google Meet, ...

### Add resource

Auto-generated resource name  
323Link Nashville-1-Conference Room 1 (10)

Category \* ⓘ Meeting space (room, phone booth,...) Type e.g. phone booth, mother's room, bike etc.

Building \* 323Link Nashville Floor \* 1 Floor section

Resource name \* Conference Room 1 Capacity \* 10

Features

Search features

User visible description

[Add description \(internal\)](#)

\* indicates a required field

⚠ Setting resource information, such as building, floor or capacity, affects the auto-generated resource names and room search. [Learn more.](#)

CANCEL ADD RESOURCE

## Add resource

Auto-generated resource name

323Link Nashville-1-Courtroom (16)

Category \* ⓘ

Meeting space (room, phone booth,...)

Type

e.g. phone booth, mother's room, bike etc.

Building \*

323Link Nashville

Floor \*

1

Floor section

Resource name \*

Courtroom

Capacity \*

16

Features

Search features

323 1Touch - JET

BorisRoom

Google Meet

Phone



Setting resource information, such as building, floor or capacity, affects the auto-generated resource names and room search. [Learn more.](#)

CANCEL [ADD RESOURCE](#)

- Then select the Room resource that has now been created and you will see the email address for that Room.

Google Admin Search for users, groups or settings

Buildings and resources > Resource management > Resources > Courtroom

**Courtroom**

323Link Nashville  
Floor 1

Resource email  
**c\_1881jncgjt18hepgogb8eo2pdie@resource.calendar.google.com**  
[Show resource's calendar](#)

Auto-generated resource name  
**323Link Nashville-1-Courtroom (16) [Google Meet]**

Resource id  
**39614605343**

Details

<b>Name</b> Courtroom	<b>Building</b> 323Link Nashville	<b>Floor</b> 1
<b>Category</b> Meeting space	<b>Type</b> Resource type (phone booth, mother's room, bike etc.)	<b>Capacity</b> 16
<b>User visible description</b> User visible description, additional information about resource	<b>Description (internal)</b> Internal additional information, not visible by users	

Features

<b>Video conferencing</b> Google Meet	<b>Telephony</b> -	<b>Other</b> -
--	-----------------------	-------------------

4. You will then want to navigate to calendar.google.com, then go to your settings.

calendar.google.com/calendar/u/0/r

Apps Gmail YouTube Google Zoho CRM - Home... Home | ezTalks Home | UPS - Unite... 323link, LLC. Electronics, Cars, Fa... Amazon Business Jitsi Meet Shipping packages... Microsoft Office H

Calendar Today < > January 2021

Search ? Settings Week

SUN 24 MON 25 TUE 26 WED 27 THU 28 FRI 29 SAT 30

GMT-06 (-05:00)

8 AM  
9 AM  
10 AM  
11 AM  
12 PM  
1 PM  
2 PM  
3 PM  
4 PM  
5 PM  
6 PM

January 2021 < >

S M T W T F S  
17 28 29 30 31 1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
14 25 26 27 28 29 30  
11 1 2 3 4 5 6

Meet with...  
Search for people

My calendars ^

- Michael Plumley
- 323Link Nashville-1-Confe...
- 323Link Nashville-1-Ottest...
- Birthdays
- Reminders
- Tasks

New Cal test  
4:30pm, 323Link Nashville-1-  
for invitation  
5:30pm, 323Link Nashville-1-

5. Under Add Calendar, go to Room Resources, Browse resources and check the Room you have created.

← Settings

Time zone

World clock

Event settings

View options

Events from Gmail

Working Hours

Main work location

Keyboard shortcuts

Add-ons

Add calendar



Subscribe to calendar

Create new calendar

Browse resources

Browse calendars of interest

From URL

Import & export

Settings for my calendars

● Michael Plumley

● Birthdays

Language and region

Language

English (US)



Country

United States



Date format

12/31/2021



Time format

1:00pm



Time zone

Display secondary time zone

Primary time zone

(GMT-06:00) Central Time - Chicago



Label

Secondary time zone

Not selected



Label



Ask to update my primary time zone to current location

Learn more about how Google Calendar works across [time zones](#)

World clock

Show world clock

Add time zone

General

Add calendar ^

Subscribe to calendar

Create new calendar

[Browse resources](#)

Browse calendars of interest

From URL

Import & export

Settings for my calendars

Michael Plumley

Birthdays

323Link Nashville-1-Confer...

Settings for other calendars

Holidays in United States

Resources

323Link Nashville	^
323Link Nashville-1-323-Franklin Demo Room (4)	<input type="checkbox"/>
323Link Nashville-1-BorisMeetingtestroom (10) [BorisRoom]	<input type="checkbox"/>
323Link Nashville-1-Conference Room 101 (14) [Google Meet]	<input checked="" type="checkbox"/>
323Link Nashville-1-East-bnunley (10)	<input type="checkbox"/>
323Link Nashville-1-gfdgfdgfdg (9)	<input type="checkbox"/>
323Link Nashville-1-Ottesting (12)	<input type="checkbox"/>
323Link Nashville-1-SW Corner-thanisco (12) [323 1Touch - JET, Google Meet, Pho...]	<input type="checkbox"/>
323Link Nashville-1-test (10) [BorisRoom]	<input type="checkbox"/>
323Link Nashville-2-Main Demo Lab Franklin (6) [Google Meet]	<input type="checkbox"/>
MyBuilding	^



- Now go to your Google calendar, add event, Add Room, and select the Room just created. Save at the end to lock in event and this will be the method going forward for scheduling the Room.

Calendar Today < > January 2021

SUN 24 MON 25 TUE 26 WED 27 THU 28

GMT-06

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

New Cal test  
4:30pm, 323Link Nashville-1-Confer

for invitation  
5:30pm, 323Link Nashville-1-Confer

MON	TUE	WED	THU
25	26	27	28

☰ X

### Add title

Event Out of office Task Reminder Appointment slots

**Add 8x8 Meeting**

🕒 Monday, January 25 5:00pm - 6:00pm  
Time zone · Does not repeat

[Find a time](#)

Add guests

**Join with Google Meet**

meet.google.com/wow-frqk-ign ⓘ

Add rooms

Add location

☰ Add description or attachments

323Link Nashville-1-Conference Room 101 (14) [Google Meet] ●  
Busy · Default visibility · Do not notify

**Add a Jitsi Meeting**

More options **Save**

est  
23Link  
(No title)  
5 - 6pm  
ion  
23Link Nashville-1-0



← All rooms & resources

🔍 Search for room or resource

Available rooms only ▾

323Link Nashville ^

- 🏠 Franklin Demo Room 323LINK NASHVILLE • 1-323  
👤 4
- 🏠 BorisMeetingtestroom 323LINK NASHVILLE • FLOOR 1  
👤 10 BorisRoom
- 🏠 Courtroom 323LINK NASHVILLE • FLOOR 1  
👤 16 Google Meet
- 🏠 bnunley 323LINK NASHVILLE • 1-EAST  
👤 10
- 🏠 thanisco 323LINK NASHVILLE • 1-SW CORNER  
👤 12 323 1Touch - JET Google Meet Phone
- 🏠 test 323LINK NASHVILLE • FLOOR 1  
👤 10 BorisRoom
- 🏠 Main Demo Lab Franklin 323LINK NASHVILLE • FLOOR 2  
👤 6 Google Meet



7. It will then populate into your OneTouch calendar.