

NMFS/Office of Science and Technology

Google Calendar Policy

This Policy covers the use of the Google Calendar by employees (part-time and full-time) and contractors. While other policy documents cover aspects of Google Calendar use, this Policy provides comprehensive guidance and is consistent with the guidance given in those other documents.

When to use Google Calendar

Google Calendar is used as the main scheduling tool for the NMFS headquarters. All employees and contractors must utilize the Google Calendar to document when they are away from their assigned work station; this includes 1) telework or flexiplace (and should include a contact telephone number; see *Teleworking* section), and 2) commitments during normal work hours that cause an employee to be away from his or her assigned work station for a length of time that might interrupt normal business operations. Examples of this would include meetings and travel, and non-work hours for part-time employees. Any leave, vacation time, or flex days should be documented as a meeting in your personal Google calendar. Google calendars must be up to date for at least two weeks out.

How to use Google Calendar

Google Calendar is accessed through the employee's or contractor's computer.

Please follow the steps listed below to change your settings. Note that individual personal calendar events can be edited to block the details from view. This can be done by opening up the event and selecting the "Private" button in the bottom left corner of the screen.

1. When in your calendar, go to the little gear in the top right corner next to your email address. Click "Calendar Settings".
2. Click the "Calendars" tab at the top (next to General which it usually goes to by default). In the row next to your name, click the link "Shared: Edit Settings".
3. Click "Share this calendar with others" and then "Share with everyone in the organization NOAA" and click "See all event details" in the drop down box at the right. Click "Save".

To schedule a meeting using the Google calendar, double click on the date and time period that the meeting begins and complete the event details information. To add guests for your meeting, you enter their name(s) in the Add Guests box.

Accepting or declining to attend a meeting can be done by double clicking on the meeting and filling in the response field.

To check another employee's schedule, log-in under your personal calendar and type the employee's name in the "Add a coworker's calendar" box.

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Due to issues during the migration of the conference room calendars, until further notice, Conference Rooms 12817 and 12836 must **NOT** be reserved using Google Calendar. A paper schedule for December 2011 and January 2012 is located in cube 12858 (in the Climate Program Office section of the 12th floor) to reserve a time. Since other offices will attempt to book these conference rooms using Google Calendar, this interim fix will hopefully resolve some of the issues of overbooking these rooms. The F/CIO is aware of the problem and working to resolve it.