As of January 15 2013 the Department of Biosciences will switch over to using GOOGLE Calendaring for conference room booking and seminar notices. This document will explain to you how to book a conference room or schedule a seminar notice. Everyone in The Department has access to a Google account tied to their ccid (even those who do not use it on a regular basis can still book a room).

**Seminar Notices:**

The Google calendars created for each seminar are shared out to specific staff (Frontdesk) and Academics (those in charge of the seminar) to create notices. The general U of A population can view notices but will not be allowed to create them.

**Viewing Seminar Notices**

**Use the Bioscience web pages**

For your convenience we added all the seminar’s calendars to the Department web pages and they can be viewed at the following URL http://www.biosci.ualberta.ca/Events.aspx

A general calendar displays all of the events on a single page. This is convenient to find events.
Adding Events to Seminars:

Display Seminars on your personal U of A Google Calendar

To add all the Seminars to your calendar (the easy way) select the Google link at the bottom of the calendar.

You will now be prompted to add all of the Seminars

Select Google Link

Select ADD ALL
After selecting Add All your U of A Google account will open to the calendar tab (if you are not logged in you will be prompted for your user CCID and password). All the Seminars will be displayed under Other Calendars.

To book a seminar event

FIRST, Make certain you are displaying the seminar you want to add an event to. Second add the event to the selected calendar.
Fill out the indicated text boxes

Enter details in the What box then select the Edit Event link

If you require further assistance then please contact
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or

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