

Google Calendar is Lane ESD's primary scheduling tool for people, rooms and cars. Here are some guidelines for its usage:

- LESD employees are expected to use Google Calendar for scheduling meetings, events, and out-of-office times. Employees should review their calendar regularly and promptly respond to meeting invites.
- Block out busy time in your calendar where you are not available to meet. When scheduling meetings with others, choose times that are open on their calendars, being sure to respect scheduled lunch periods.
- You can view a coworker's calendar by adding it to your list of followed calendars, as well as follow the calendars of cars and rooms. You can also customize your view to see just the calendars of your immediate work group.
- Do not use the "all-day" setting (banners) for meetings, instead set the specific time the event is occurring.
- If scheduling meetings outside of the building, or with large audiences, be sure to include travel time or prep and tear down time.
- Resources (cars and rooms) can be added to your meetings/events. See here for meeting room usage guidelines: <http://www.lesd.k12.or.us/staff-resources/documents/room-request-guidelines-2017.pdf>