

# Google Calendar for Math Conference Website

by Trung Nguyen - on January 2015

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**Objective:** Input Conference Room (646 or 651) request to Google Calendar so that everyone can view at <http://www.mathematics.uh.edu/resources/conference-room-reservation/index.php>

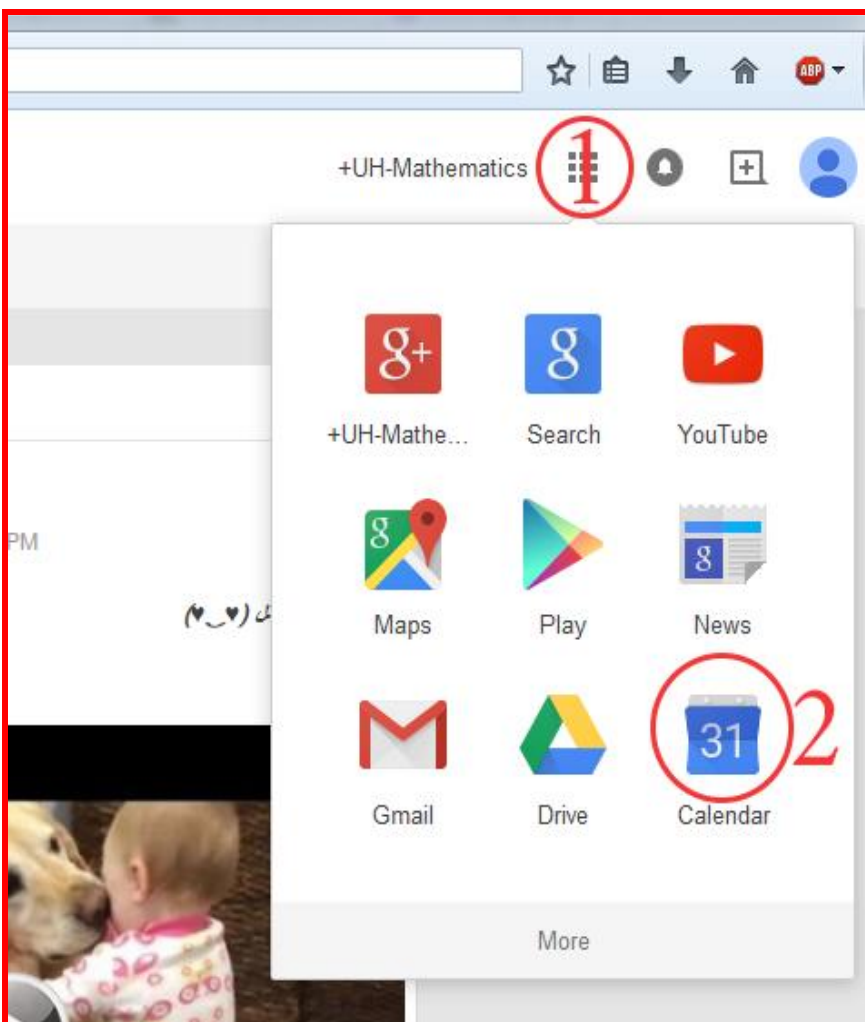
**Target audience:** UH Math Staff.

**Note:** You should have the user name and password to access the UH Mathematics google account to do this. When finish update, please log out the google account. Feel free to contact me at [trungngu@math.uh.edu](mailto:trungngu@math.uh.edu)

## I. Access the Google Calendar

When log in to Google, to open Google Calendar, follow these 2 steps:

- Step 1: Click on the “Apps” icon (#1 in picture)
- Step 2: Then select “Calendar” icon (#2 in picture)



**Note:** once can access directly to the google calendar by this link:

<https://www.google.com/calendar/>

## II. Adding Event to Calendar

There are 2 Room Events for the Calendar website: Room 646A, and 651G

**Supposed that we need to add this requested event to the calendar:**

Name: Tai McAlister

Room Request for: 646A

Event Date: 1/7/2015

Starting time: 11:00:00 AM

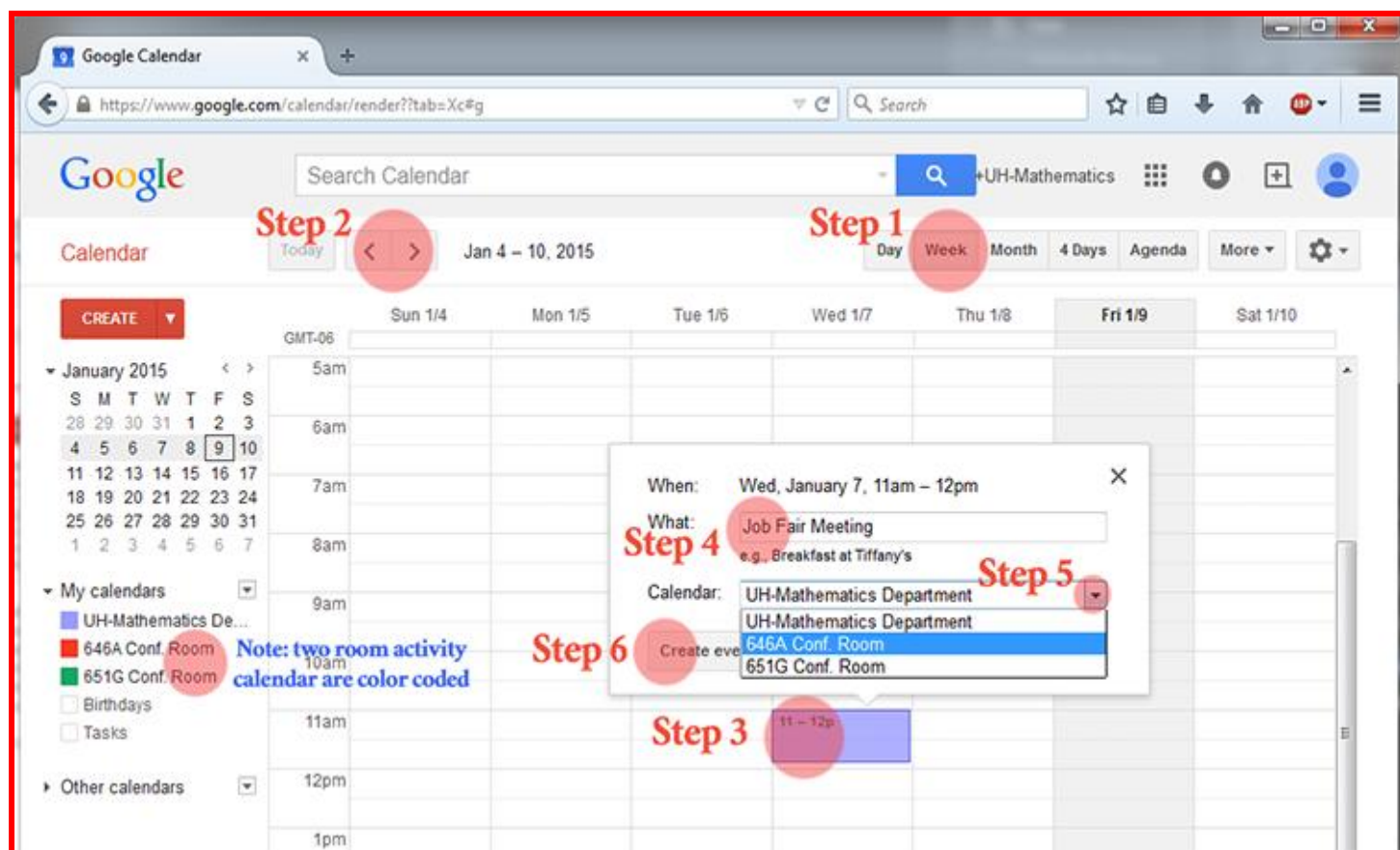
Ending time: 12:00:00 PM

Event Title: Job Fair Meeting #2

Number of Attendees: 5-6

Event Description: Job Fair Meeting regarding the Dept. of Mathematics Spring 2015 Career Fair.

**Steps to follow:**



Step 1: Click on the “Week” icon. *I feel that the week section make the time visible to enter the calendar*

Step 2: Navigate to the date which is 1/7/2015. *Use the < or > to navigate to the requested date*

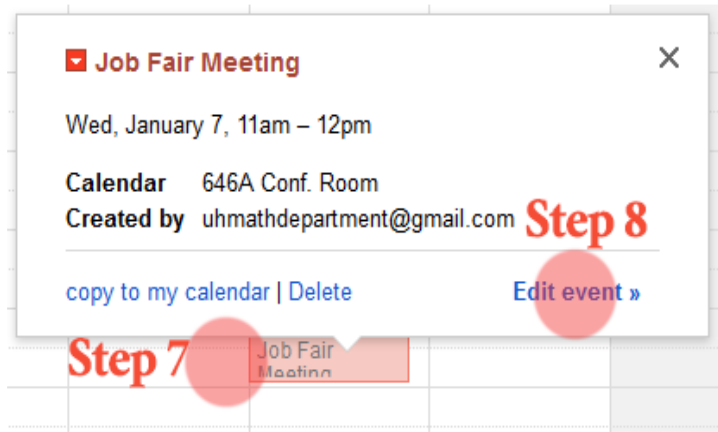
Step 3: At “Wed 1/7” column, hold click + drag the mouse from 11am to 12pm. *When release the mouse, the information window will pop up so that event info can be filled*

Step 4: Type the event title which is “Job Fair Meeting”. *Try to be as short as possible*

Step 5: Click on the dropdown icon list and select “646A Conf room” as Ms. Tai requested this room. *This step is important, must specify the correct room (either 646A or 651G)*

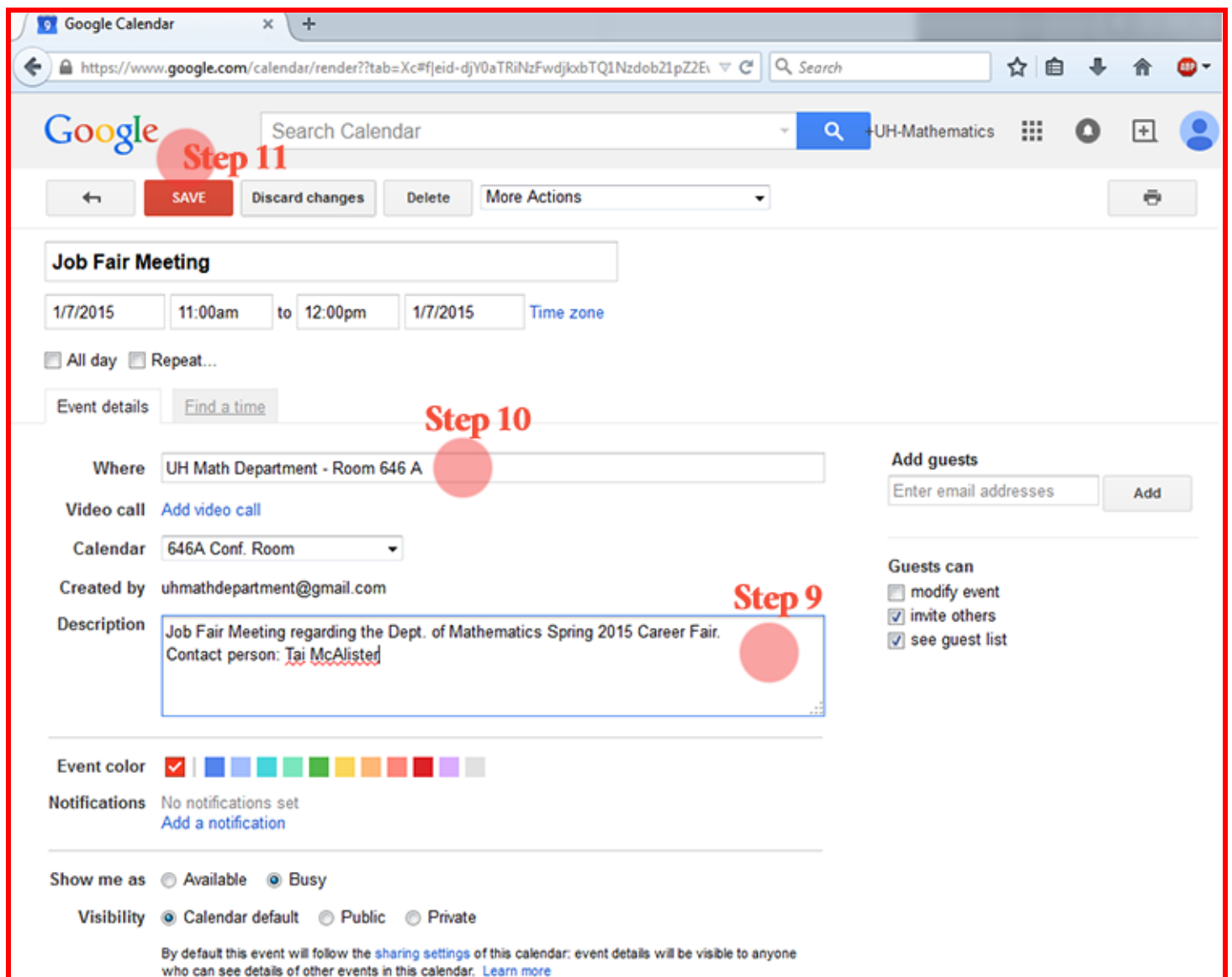
Step 6: Click on the “Create Event” icon to finish it. *We are not done yet! But the event is already go live at website.*

Next we will “Edit Event” and enter further information such as event description and room numbers for public viewers.



Step 7: click on the activity that you just created. *An event pop up window will open. We are going to edit more.*

Step 8: Click on “Edit event”. *The page will change to the window below. [Note: You can start by clicking “Create” button at top left (see picture on page 2) and come to this below page to enter the whole event.]*



Step 9: Enter event description. Include “Contact person” so viewer know how to contact.

Step 10: Enter “Where” which is “UH Math Department – Room 646 A”. *We need to enter this for public viewer*

Step 11: click “Save” icon and we are done with entering an event in the Google Calendar!

Now if we go to our “Conference Room Reservation” website, navigate to the event date and click on the event, we will see as follow

The screenshot shows the University of Houston Mathematics Department website. The top navigation bar includes links for UH Home, Apply to UH, Students, Faculty & Staff, Alumni, Parents, and Visitors, along with a search bar. The main header reads "UNIVERSITY of HOUSTON | MATHEMATICS". Below this is a breadcrumb trail: "UH Home / NSM Home / Department of Mathematics / Links / Conference Room Reservation".

On the left side, there is a "Department of Mathematics" sidebar with various menu items: About, Undergraduate, Graduate, Research & Seminars, People, News & Events, Links, Employment, References, Business Manual, Forms, Office Map, Conference Room Reservation (highlighted), Photo History, Giving to Math, and Contact Us.

The main content area is titled "Conference Room 646A / 651G schedule & reservation". It features a navigation bar with "NSM Home", "Calendar", "NSMIT (MyNSM)", and "Live Chat". Below this is a Google Calendar interface for January 2015. The calendar shows a yellow event on Wednesday, January 7, from 11am to 12pm. A pop-up window for the event is displayed, containing the following information:

- Job Fair Meeting**
- When:** Wed, January 7, 11am – 12pm
- Where:** UH Math Department - Room 646 A (map)
- Description:** Job Fair Meeting regarding the Dept. of Mathematics Spring 2015 Career Fair. Contact person: Tai McAlister

At the bottom of the pop-up, there are links for "more details" and "copy to my calendar". The calendar footer indicates "Events shown in time zone: Central Time" and includes the Google Calendar logo.

## Send Email to Contact Person

Send an email to the contact person who requested this event to let them know that it has been approved and posted at <http://www.mathematics.uh.edu/resources/conference-room-reservation/index.php>