

**RUBENSTEIN SCHOOL OF ENVIRONMENT  
AND NATURAL RESOURCES**

**COORDINATING BUILDING ACCESS -  
SHARED CALENDARS IN TEAMS**

**Problem** – Too many processes for approval at different levels, all meant to manage safe access to the same spaces. Much of this is being coordinated via email. It’s confusing, time consuming, and ineffective.

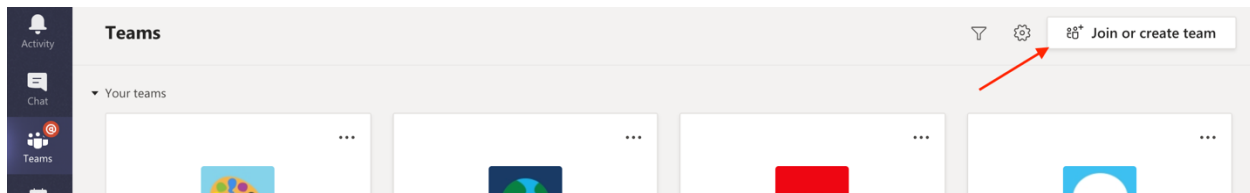
**Solution** – Regardless of process (RSENR or UVM), safe access to space can be coordinated in a shared calendar on MS Teams.

### **Key Advantages** –

- Efficient - no more emails back and forth and wait time for approval
- Empowering people – system works on trust and autonomy
- Better records – Contact Tracing will be easier to implement if needed
- Single platform – All done in MS Teams

### **How it works -**

Each space has its own calendar now. To access the calendar, you must first join the Team to be able to view and edit the calendar.

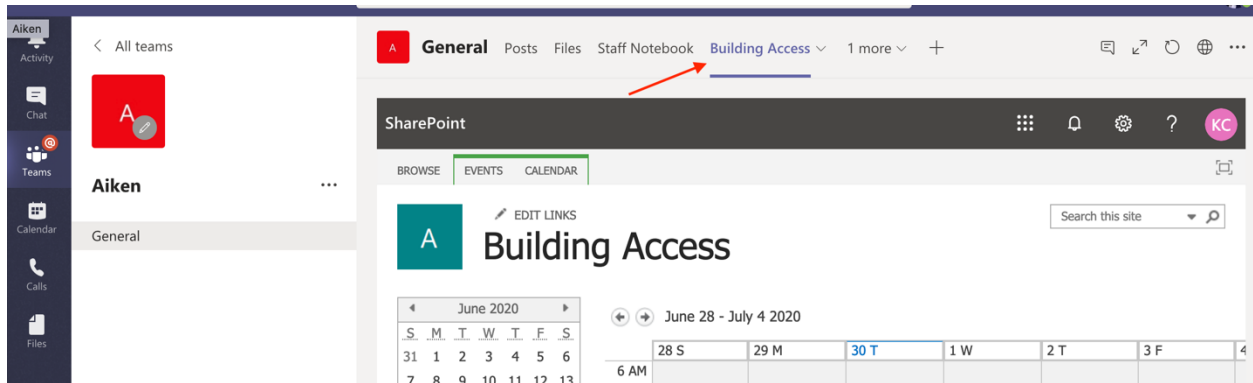


Join the Team associated with a specific building by clicking “Join or Create Team” at the top right of the Teams tab and entering the code below:

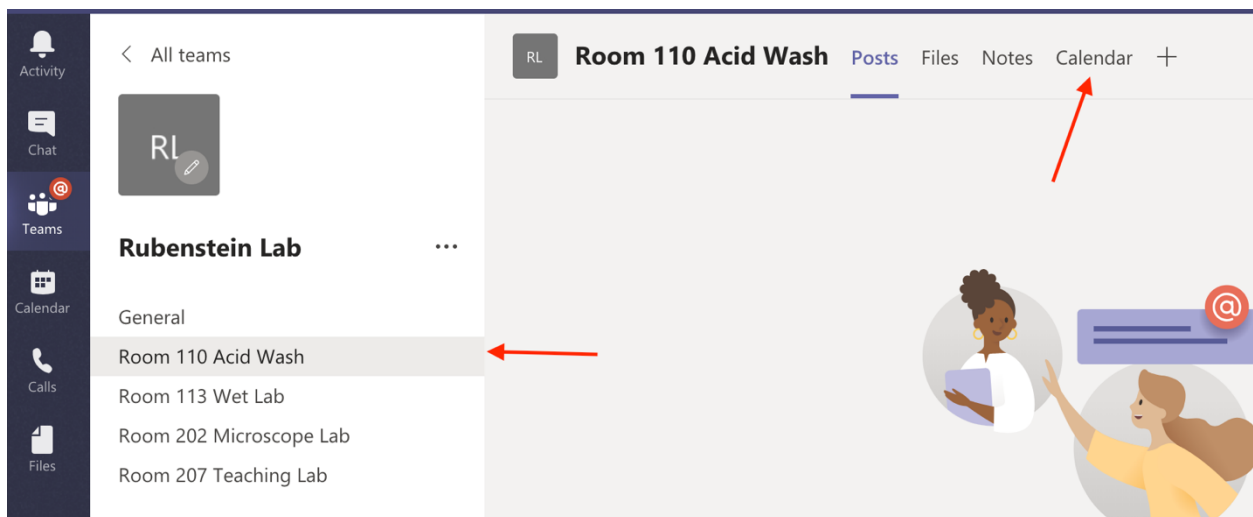
- Spear Street - **x2s6bph**
- Rube Lab - **2fh8x7s**
- Aiken - **zczf4r2**

To access the shared calendars once you're in the Team

- Aiken and Spear St. - click on the "Building Access" tab to find the calendar.



- Rubenstein Lab - click on the channel for a specific room and then click the "Calendar" tab.



## Adding a Reservation

Click on the “Add” button in the time slot in the calendar. Fill in the reservation details. For Rube lab, location isn’t needed because the calendar will be contained within a specific channel.

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \*  ← Your Name

Location  ← Space/Room

Start Time \*

End Time \*

Description

Category    Specify your own value:

All Day Event  Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence  Make this a repeating event.

**Click “Save” and you’re done!**