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 (RSEN 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.

Click “Save” and you’re done!