Zoom Room Shared Calendar Guide

Each Zoom Room has an electronic calendar in Zimbra to coordinate scheduling. This calendar will be shared with a point of contact in every clerk's office that has a presence in a building with a Zoom Room.
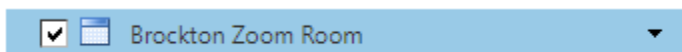
Sample Zimbra Calendar

Scheduling a Zoom Room Session in Zimbra:

1. Sign into Zimbra and select the "Calendar" tab at the top of the screen.

2. On the left side of your screen, select the checkbox next to your local Zoom Room calendar to view scheduled events in your Zoom Room. Make sure that the room is available for the time you are trying to schedule a session.

3. To reserve the room for a virtual court event, select the **New Appointment** button at the top left of your screen.

4. On the following screen, enter the name of the Virtual Court Session in the **Subject** line.

| Save & Close | Close | 🖉 | 🖨 | ✓ Abc | Options ▾ | WebEx ▾ |

Subject: EXAMPLE: Virtual Court Session

Attendees:

Suggest a time

Location: Zoom Room Station 1

Suggest a location

Start: 11/17/2020 ▾ 8:30 AM ▾ ☐ All day

End: 11/17/2020 ▾ 10:00 AM ▾

Display: ▌Busy ▾ 📅 Brockton Zoom Room ▾ ☐ Private

5. In the **Location** section, identify the Zoom Room station that will be used for the session. Each Zoom Room has 2 computer stations.

6. In the **Time** section, set the date and time for the period you are reserving the room. Enter the **Start** date or click the down arrow to display a calendar and pick a date. Select the **End** date.

7. (Optional) Use the **Text** field to include any additional information helpful for scheduling (i.e. point of contact scheduling the session).

8. When finished entering details, click **Save & Close** to save the information you've entered into the Zoom Room calendar.