

Office Calendars

When roster members achieve mediator status, and thus become eligible under our *Policies and Procedures* to serve as lead mediators, they receive invitations to share our office calendars for our meeting rooms (suites 14 and 17). These are Google calendars and you will need to have a Google account to access them. If you already have a Google account (for example, because you use Gmail), then when you accept the invitation, the calendars for Suite 14 and Suite 17 will show up in the calendar list in your already existing Google calendar. If you do not have a Google account, you will need to create one (for free). Search in your browser for Google Calendar, select Get Google Calendar, and follow the instructions. Then, accept the invitation.

The purpose of sharing these calendars is to enable lead mediators to determine room availability for scheduling interviews and mediation sessions. The privilege in sharing the calendars is read-only. To reserve the space, which you need to do promptly, inform the office (admin@jamcenter.org) and the community case manager (mediate@jamcenter.org).