

StarLeaf Scheduler for Google Calendar

User Guide
14 November 2019



StarLeaf Scheduler for Google Calendar

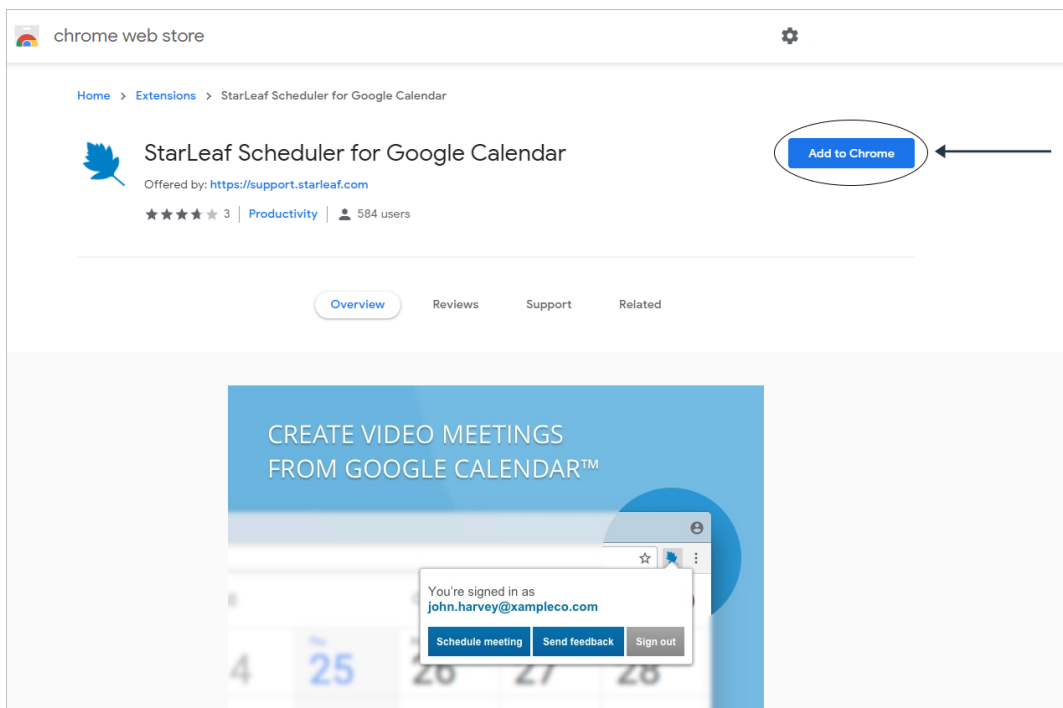
StarLeaf Scheduler for Google Calendar is an integration that allows you to schedule StarLeaf meetings directly from your Google Calendar. It can be used to invite anyone to a meeting, even if they are not a Google Calendar user.

The StarLeaf Scheduler is available on Google Chrome and you can download it from the Chrome Web Store. In this topic:

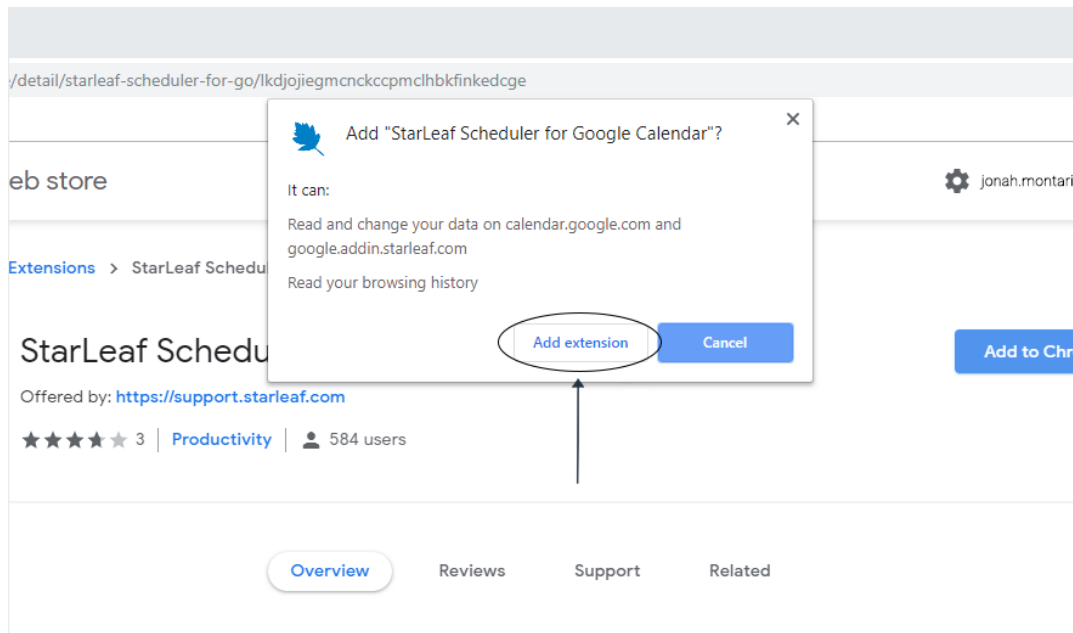
- [How to install the StarLeaf Scheduler \(p2\)](#)
- [Schedule a meeting from Google Calendar \(p6\)](#)
- [Using the StarLeaf Scheduler shortcut \(p8\)](#)
- [About meeting invites \(p9\)](#)
- [Integrating with StarLeaf rooms \(p10\)](#)

How to install the StarLeaf Scheduler

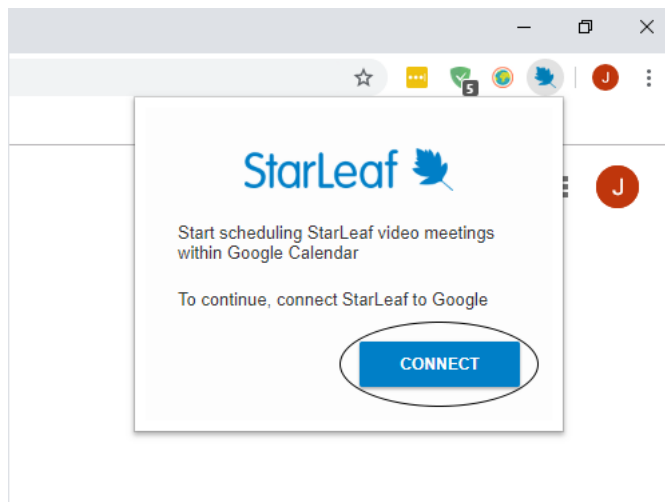
1. Go to the **StarLeaf Scheduler** page in the Chrome Web Store [here](#).
2. Click **Add to Chrome**.



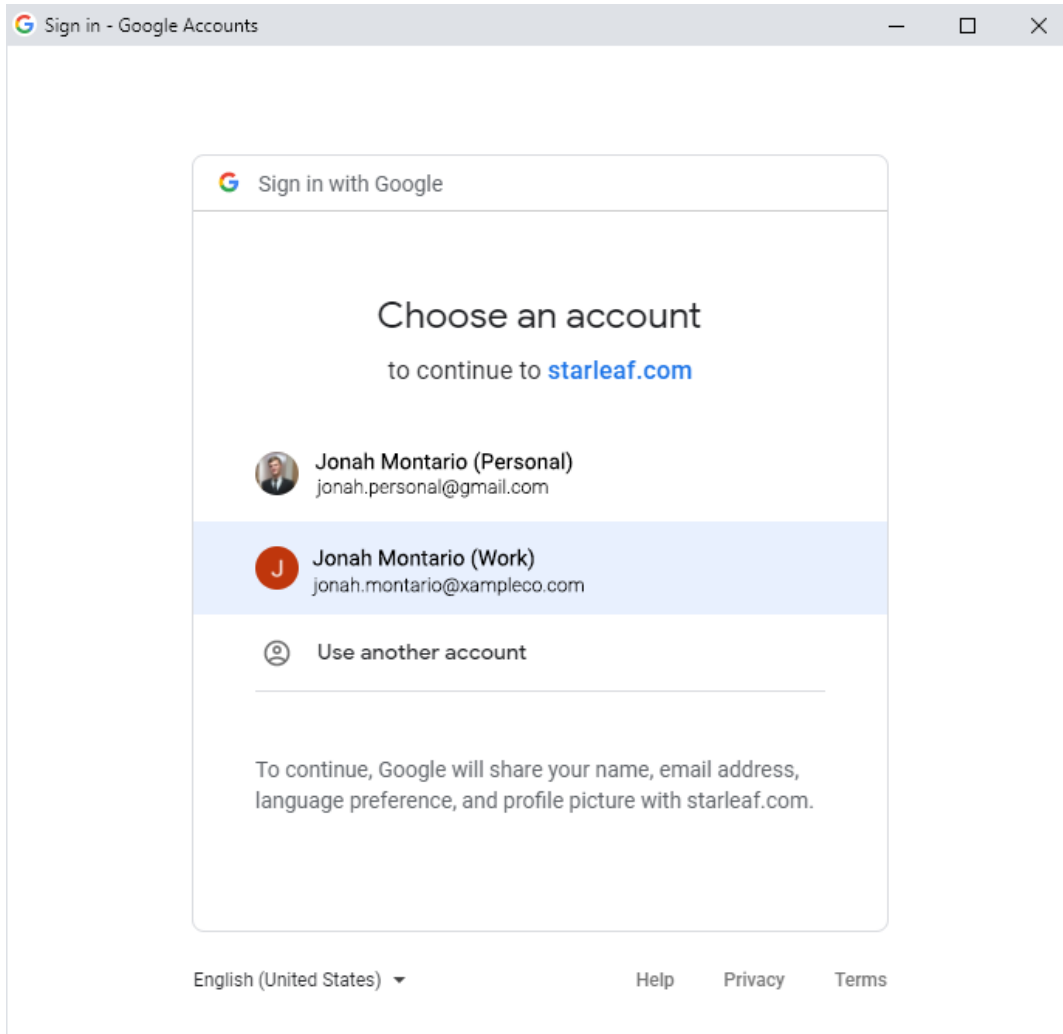
3. Click **Add extension** in the pop-up window.



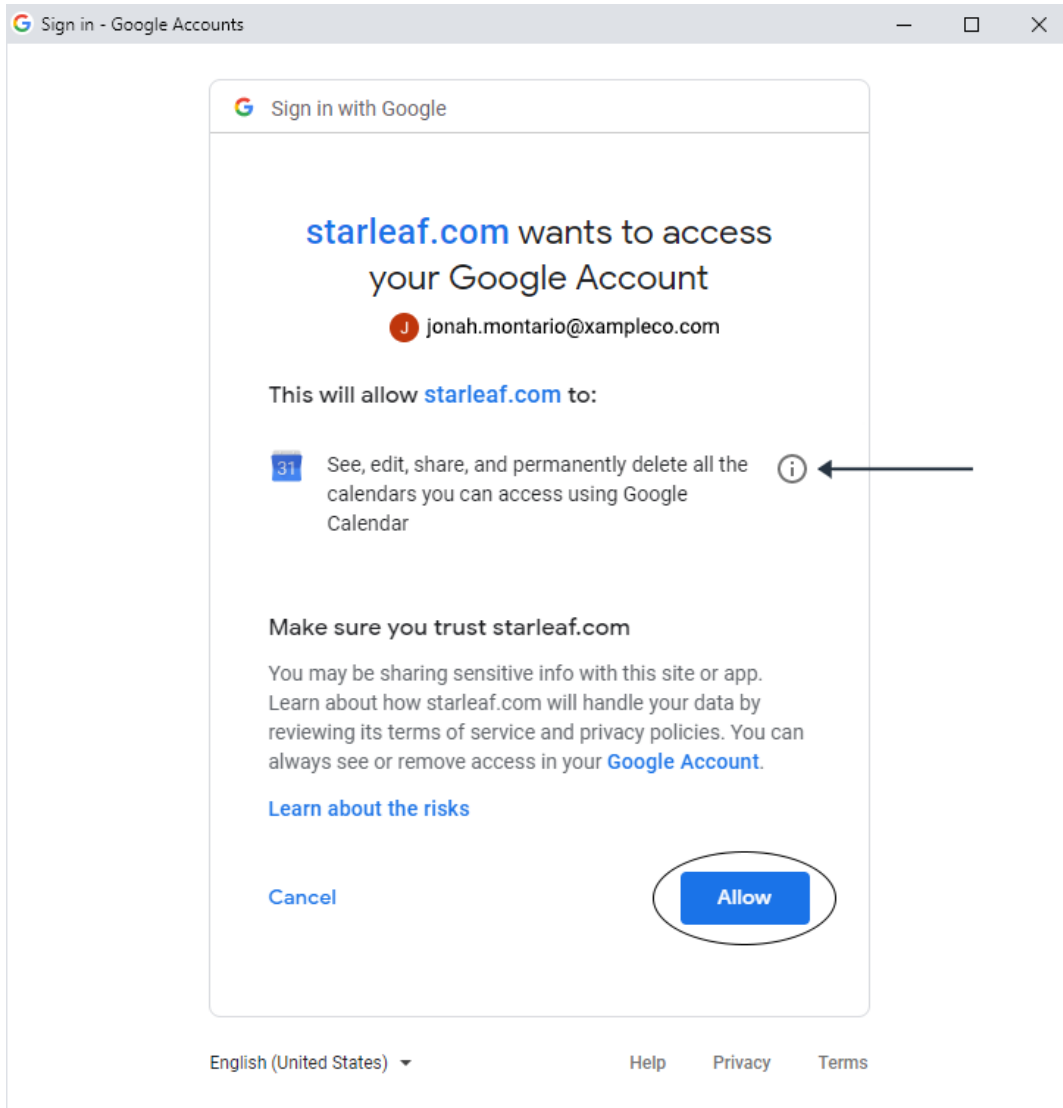
4. After the page has refreshed, go to the top right-hand corner and click on the StarLeaf icon in the Chrome toolbar.
5. Click **Connect**.



6. Choose an account to link the StarLeaf Scheduler to.



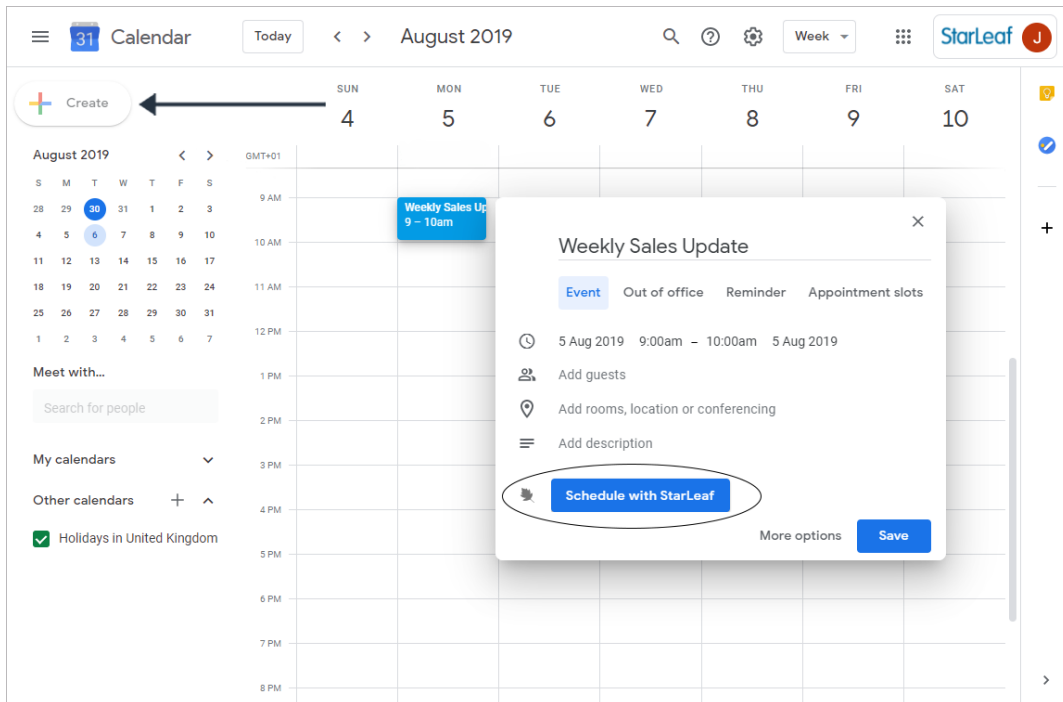
7. Click on the information icon to learn more about StarLeaf permissions.



8. **Allow** the StarLeaf Scheduler to access your Google Account to complete the installation.

Schedule a meeting from Google Calendar

1. In your Google Calendar, click the **Create** button in the top left-hand corner.
2. When the event window opens, choose the **Schedule with StarLeaf** button.



3. Customize your meeting using the usual Google Calendar settings and features. Note that the text in your description box is pre-populated with details on how to join your StarLeaf meeting (this is fully editable).

Weekly Sales Update Save

1 Aug 2019 2:00pm to 3:00pm 1 Aug 2019 Time zone

All day Doesn't repeat

Event Details Find a Time

Saint Lucia

Join StarLeaf video meeting

Notification 10 minutes

Add notification

jonah.montario@xampleco.com

Busy Default visibility

Add description

[For details of how to join this meeting, click here](#)

How to join this meeting:

- Press the green Join button in your StarLeaf app or on your StarLeaf device
- From a StarLeaf room system or from the StarLeaf app, dial 7570977
- From Skype for Business, dial 7570977@croxtest.beta.sl
- From other video conferencing equipment (Cisco, Polycom, etc.), dial 7570977@croxtest.beta.sl
- [Click here to join from your browser](#)
- Join from your phone (audio only):
+44 (0)203 514 3310
+44 (0)192 369 5008

Meeting ID: 757 0977

[Additional dial in numbers](#)

Guests Rooms

Add guests

Jonah Montario
Organiser

Catherine O'Langman

Apollo Room (London)

SUGGESTED TIMES

Guests can:

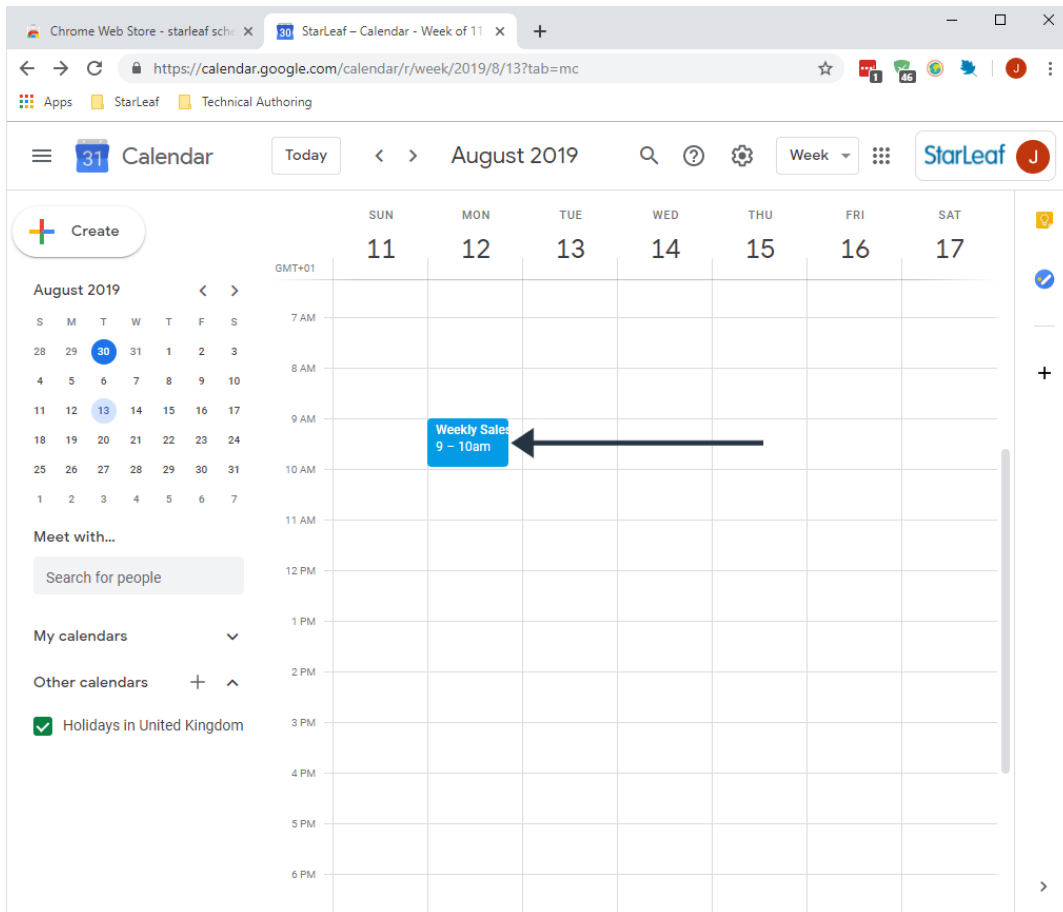
- Modify event
- Invite others
- See guest list

- Click **Save** when you have finished creating your meeting.
- Choose whether you want to notify your guests by email.

Would you like to send invitation emails to Google Calendar guests?

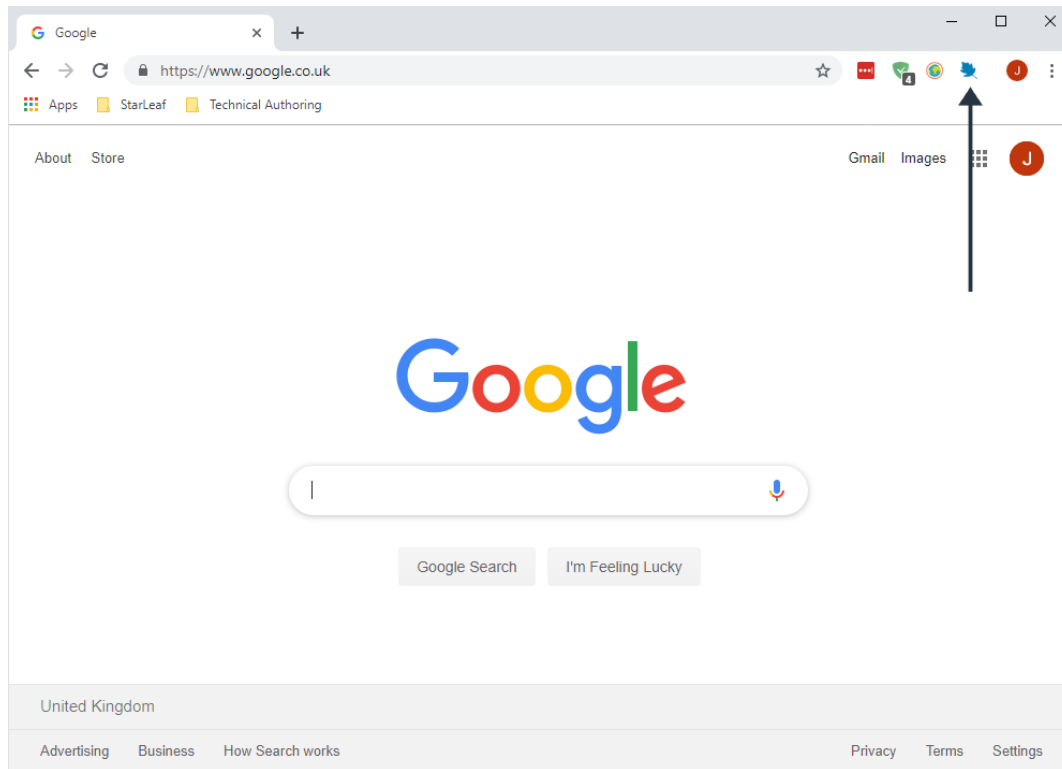
? Dismiss Do not send Send

- Your StarLeaf meeting will appear as a normal Google Calendar event. Right click on the event to edit or cancel it.

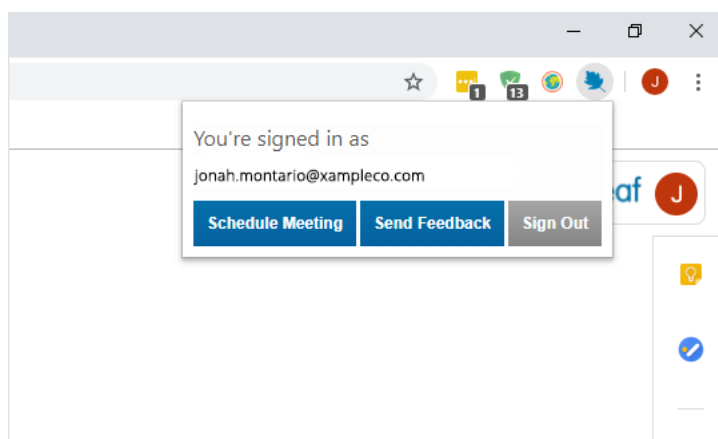


Using the StarLeaf Scheduler shortcut

The StarLeaf Scheduler shortcut is an icon in the Google Chrome toolbar.



Here you can click on the StarLeaf icon to access the following features:



- **Schedule Meeting:** Opens a new tab and takes you directly to the create event pane in your Google Calendar (A StarLeaf meeting is automatically selected)
- **Send Feedback:** Sends you to your primary email app where you can provide StarLeaf with any feedback you may have
- **Sign Out:** Disconnects the StarLeaf Scheduler from your linked Google Account. You can reconnect by going to the StarLeaf Scheduler shortcut, clicking **Connect**, and then completing the installation process as outlined above

To hide the shortcut, or uninstall the StarLeaf Scheduler, right click on the StarLeaf icon in the Google Chrome toolbar.

About meeting invites

When a meeting is scheduled, each participant receives a meeting invite by email which provides instructions for all the different ways of joining a StarLeaf video meeting:

- From a web browser
- Using phone audio and browser video
- From StarLeaf app
- From a meeting room system (StarLeaf, Cisco, Polycom, etc.)
- From Skype for Business

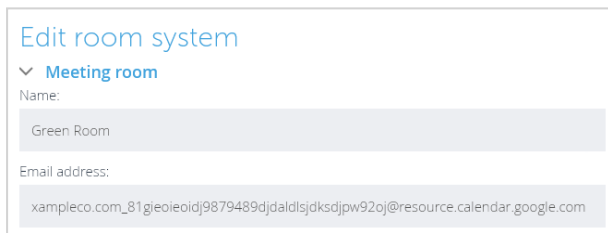
Integrating with StarLeaf rooms

People who are scheduling meetings using the StarLeaf Scheduler for Google Calendar will want to book meeting rooms for those meetings. To allow people to book both the room AND the StarLeaf room system (which lights up the **Join now** button and prevents the room from being double-booked), the StarLeaf Scheduler supports room resource calendar integration.

How to integrate Google calendar with Starleaf rooms

For each meeting room:

1. Ask the Google admin to find the room resources page and make a note of the Google room resource account. This is an email address.
2. Log in to the Starleaf Portal, go to **Rooms**, and on the **Edit room** page, enter the Google room resource account into the **Email address** field.



The screenshot shows a web interface titled "Edit room system". Under the "Meeting room" section, there are two input fields. The first is labeled "Name:" and contains the text "Green Room". The second is labeled "Email address:" and contains a long alphanumeric string: "xampleco.com_81gjeoleoidj9879489djdaldlsjdkdjsjpw92oj@resource.calendar.google.com".

Note that if the **Email address** field is not visible, contact StarLeaf Support to enable it on your organization's account.

Legal information

Third party software acknowledgments

Acknowledgments of third-party software are available at:

www.starleaf.com/support/legal

Disclaimers and notices

Copyright © StarLeaf 2019. All rights reserved.

This guide may not be copied, photocopied, translated, reproduced, or converted into any electronic or machine-readable form in whole or in part without prior written approval of StarLeaf Limited.

StarLeaf Limited reserves the right to revise this documentation and to make changes in content from time to time without obligation on the part of StarLeaf Limited to provide notification of such revision or change.

StarLeaf Limited provides this documentation without warranty, term, or condition of any kind, either implied or expressed, including, but not limited to, the implied warranties, terms or conditions of merchantability, satisfactory quality, and fitness for a particular purpose. StarLeaf Limited may make improvements or changes to the product(s) and/or the program(s) described in this documentation at any time. All other product and company names herein may be trademarks of their respective owners.