

## Email :: Calendar Account Request

Your email account automatically comes with a calendar. You can create additional calendars for record keeping (e.g., student work schedules, departmental vacation calendars, University-wide deadlines, etc.) and share those with others.

If you need additional calendars, such as meeting locations or resources (equipment), that can be reserved by invitation, use this form to request those accounts.

Location and Resource Calendar accounts can be requested by faculty and staff and by student assistants with supervisor approval. Accounts are created within 24 working hours from the time the request is received. **Your new calendar will show up as a shared calendar in your list of calendars.**

For more information about using and sharing calendars, see the [Google Apps Calendar Frequently Asked Questions](#) [1].

The Account Owner information is required for any type of account. Fill in the additional required information for each type of account you are requesting.

### Related Topics

[Forms](#) [2]

**Source URL:** <http://www.humboldt.edu/itsdev/forms-calendarrequest>

#### Links:

[1] <http://www.humboldt.edu/itsdev/faq/google-apps/google-apps-calendar>

[2] <http://www.humboldt.edu/itsdev/category/quicklinks/forms>