

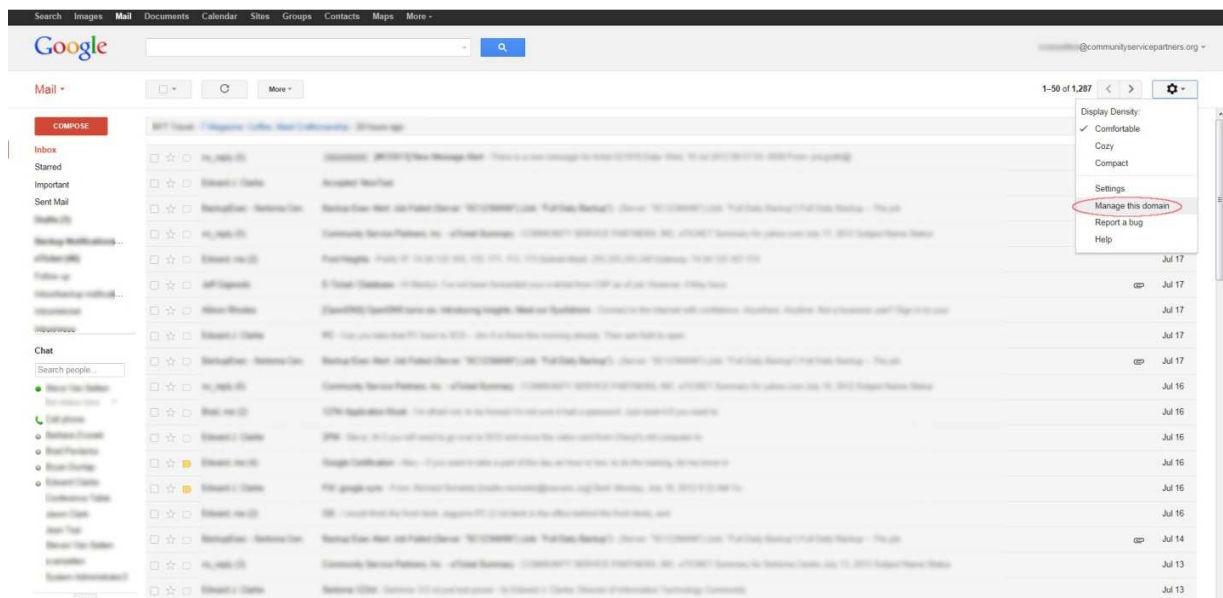
1. Go to mail.yourdomain.com



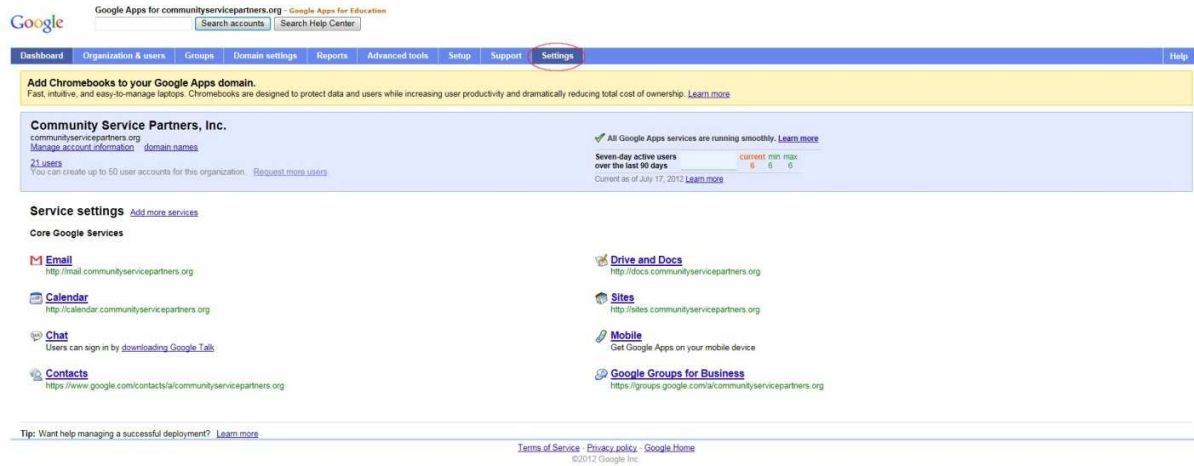
2. Login as you normally would.



3. Click the Settings button (the “gear” on the upper right) and select “Manage this Domain” option.

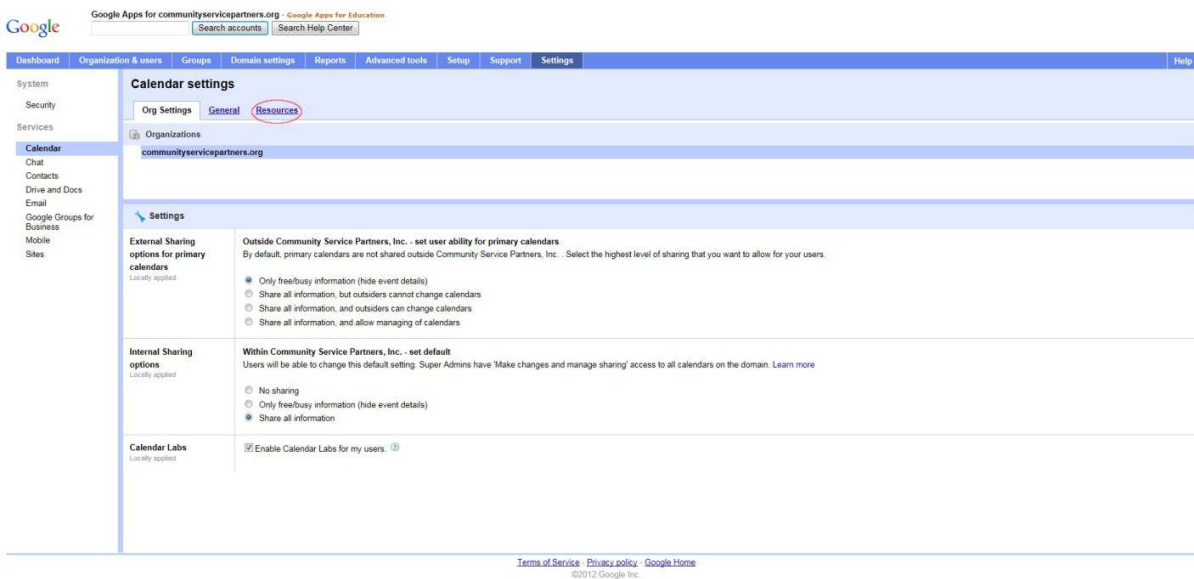


4. Click the “Settings” tab.

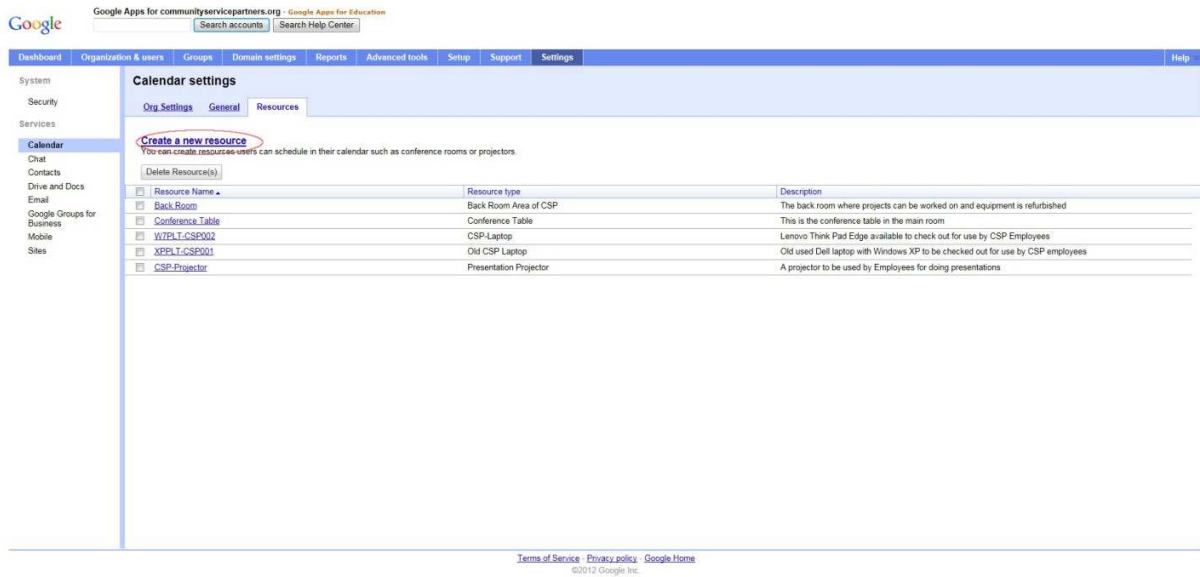


<https://www.google.com/a/cpanel/communityservicepartners.org/ServiceSettings>

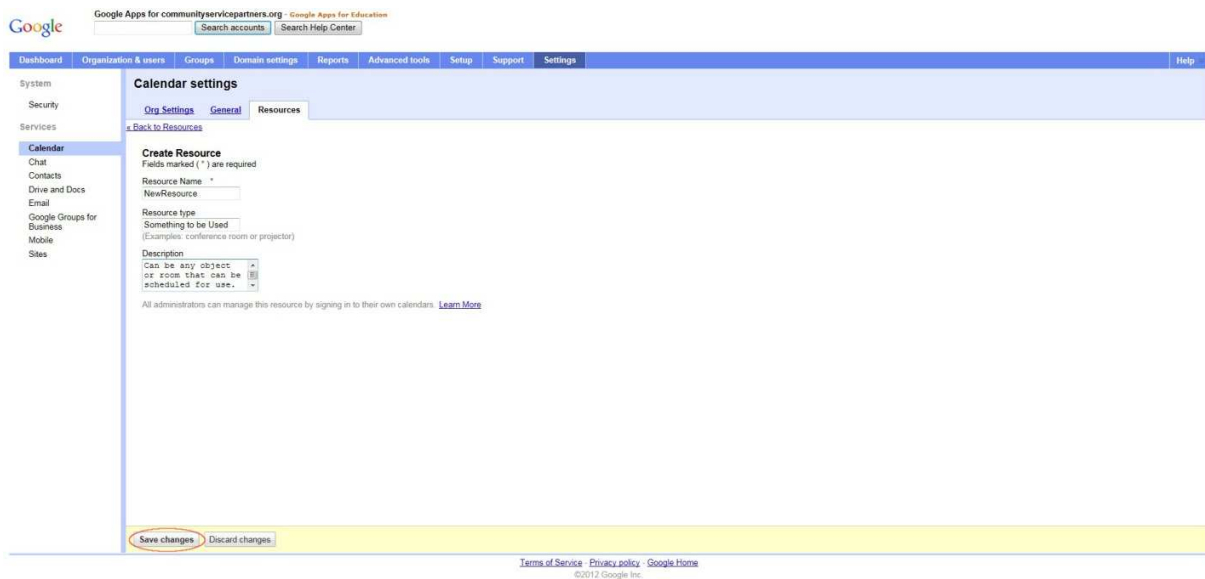
5. Make sure “Calendar” is selected and then click on the “Resources” tab.



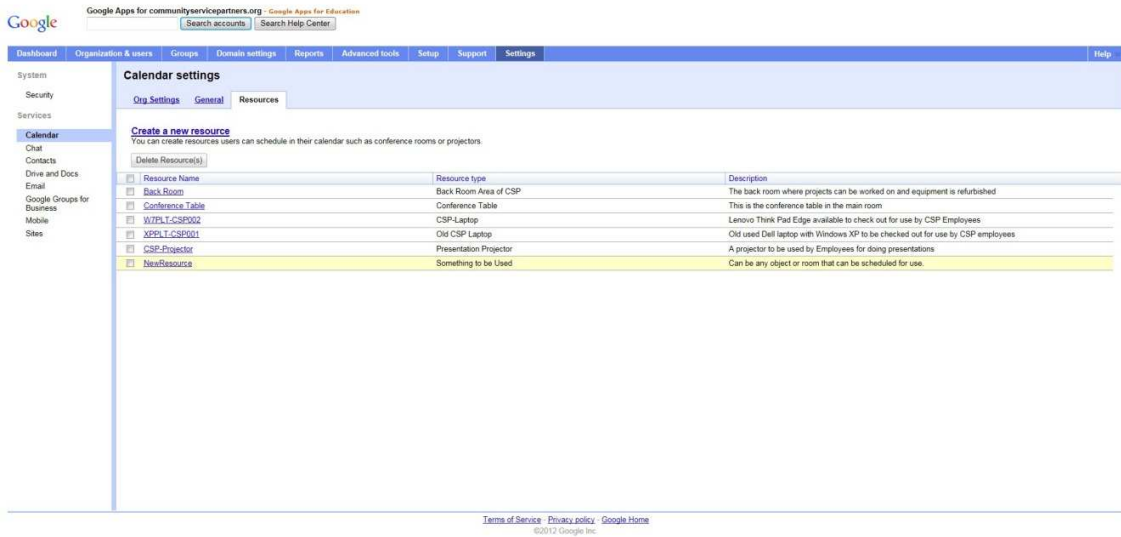
6. On the “Resources” page, click “Create New Resource” link.



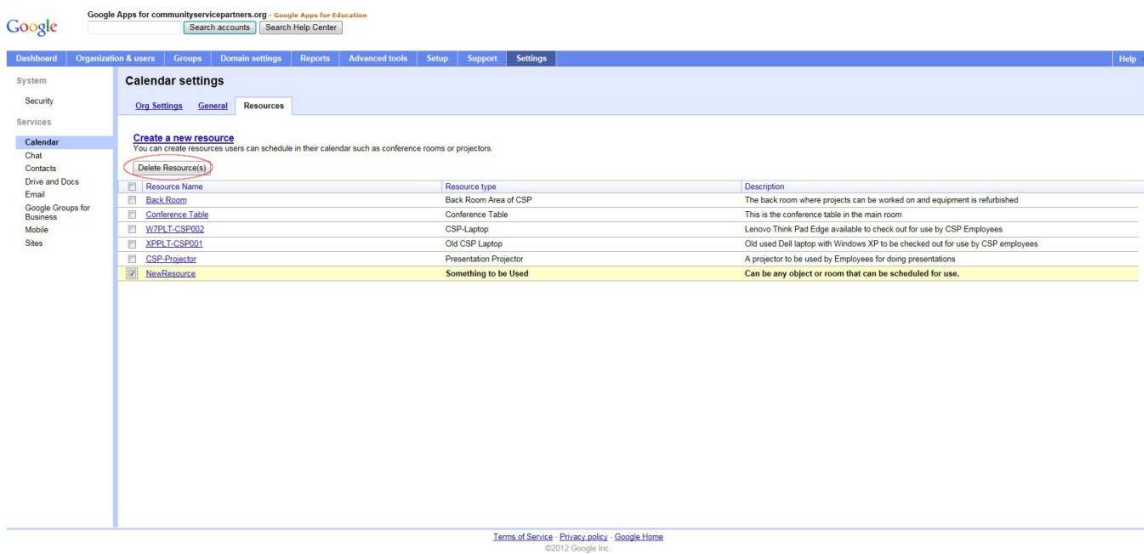
7. Enter the information for your new resource and click the “Save Changes” button.



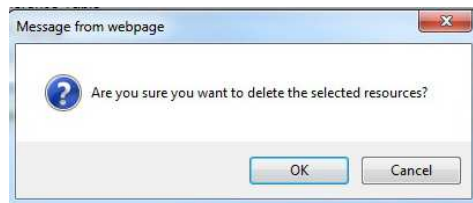
8. Afterwards the new resource will be listed.



9. If you wish to delete a resource, check the box next to the name and then press the "Delete" button.



10. It will ask for confirmation of the deletion.



11. It can take up to 24 hours for a new resource to populate in the calendar and address lists.