Remove Calendar Resources from an Event

Calendar Audit & Management · https://gatlabs.com/knowledge/tech-tips/remove-calendar-resources-from-an-event/

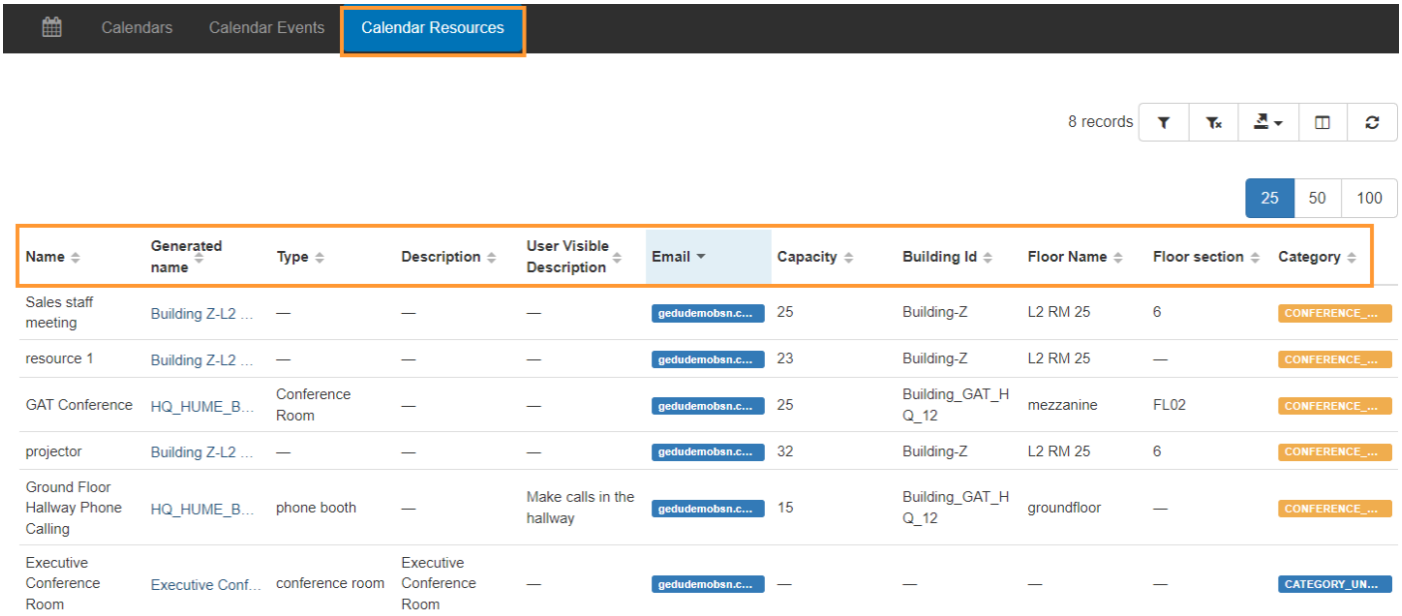
GAT+ allows admins to remove Calendar resources from a particular event.

If management wants you to clear a room of all scheduled meetings for the next week, you can remove all Calendar resources booked with those associated meetings.

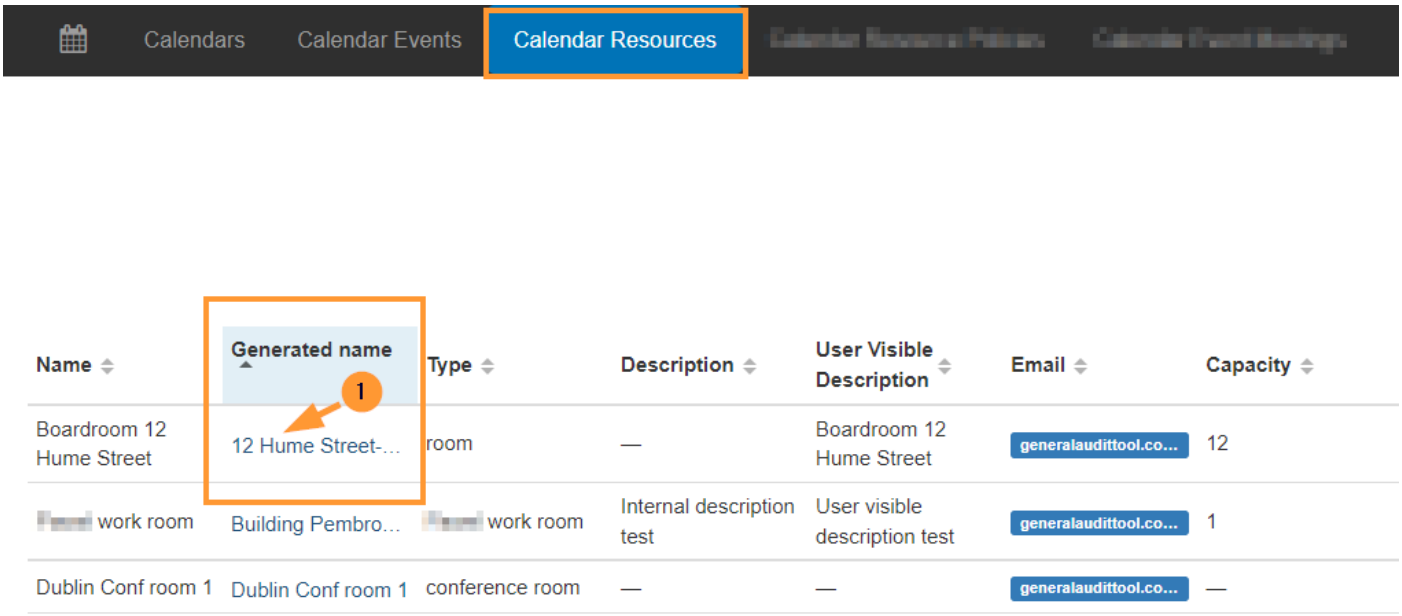
The above can be achieved by following the steps below

Navigate to **GAT+ > Calendars > Calendar resources**

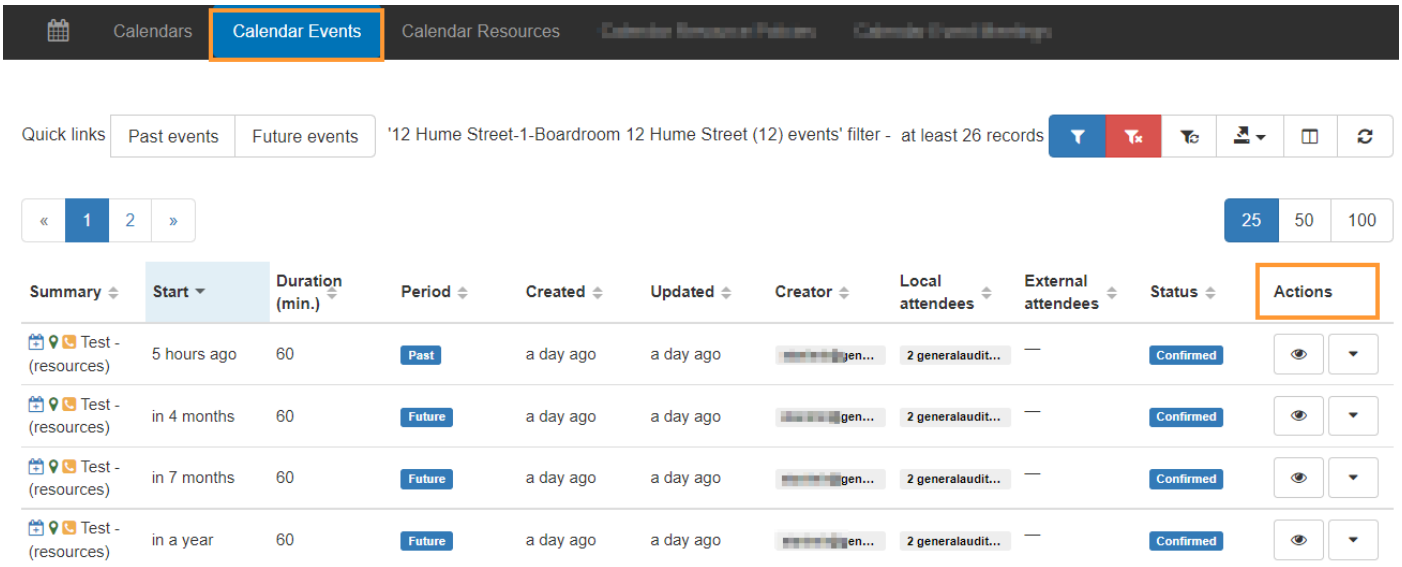
This will allow viewing of all resources set up in the domain.



In the **Calendar Resources** tab, you can click on any of the "**Generated name**" needed.



This will lead to the **Calendar events** associated with the **Calendar resource**



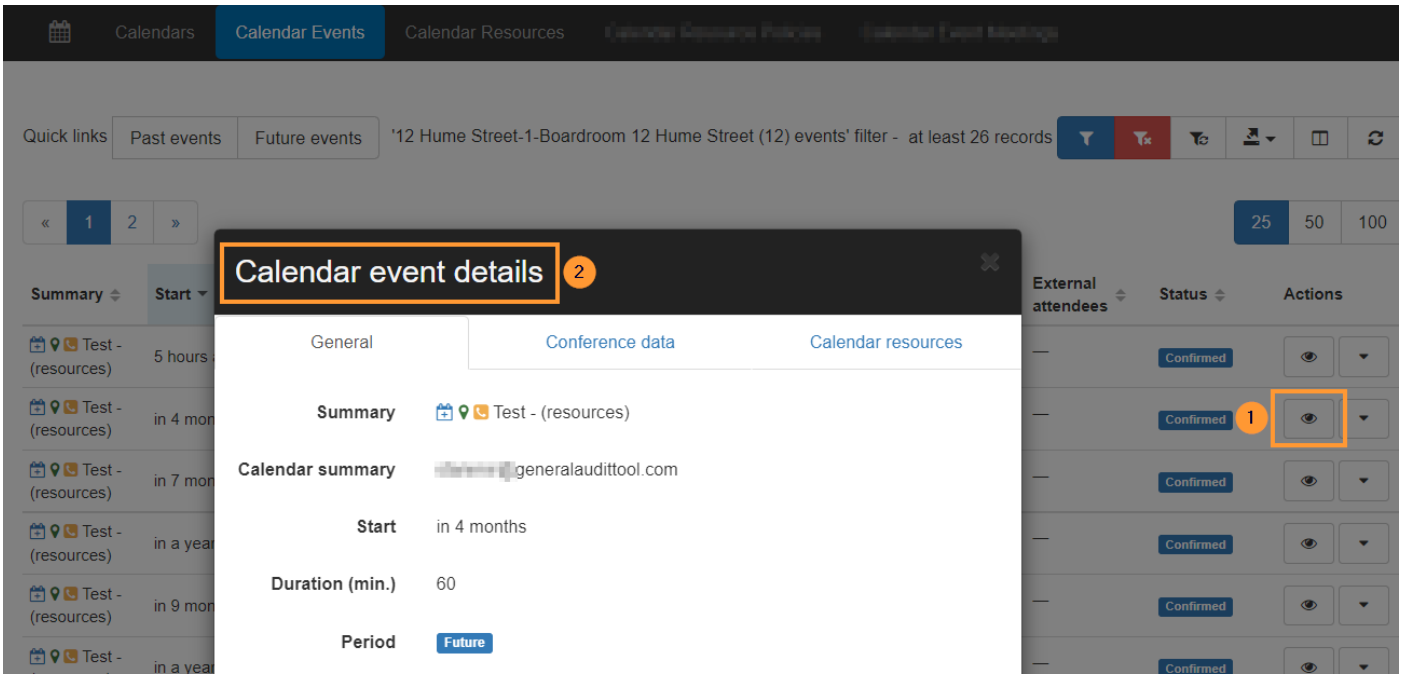
From the options under **Actions,** you can take a few actions.

Click on the "**arrow**" and a menu with different options will be displayed.

- Delete this particular event
- Delete particular attendee only from this particular event
- Remove all recurring events from this id
- Delete particular attendee from all recurring events
- Change organizer

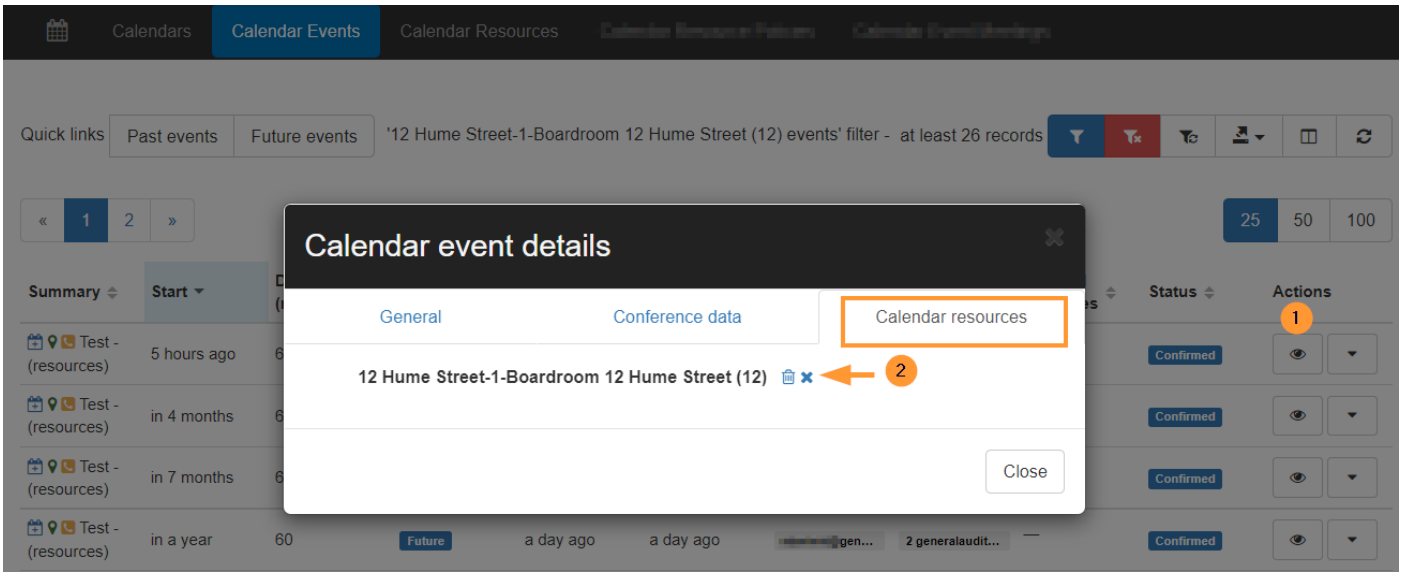
Select the '**eye**' icon under the **Actions**, to view Calendar event details.

A pop-up window will be displayed showing "General - Conference data - **Calendar resources**" tabs.



Click on the "**Calendar resources**" to view all resources associated with the calendar event.

Click on the 'bin' (x) icon to **remove** the resource from the selected **Calendar event**.



When the resource is removed, the **event is updated**, which in return (automatically done by Google behind the scenes) **frees up the calendar resource** at the start time of this event.