Shared Account Workflow Options

Group Manager Manages Account Reservation Only	Group Manager Sets Up Meeting/Organizer Invites Participants	Group Manager Sets Up Meeting and Invites Participants
Employee contacts Group Manager (GM)to reserve a G2M Organizer account for a specific day and time.	Employee contacts Group Manager (GM)to reserve a G2M Organizer account for a specific day and time.	Employee contacts Group Manager (GM) to reserve a G2M Organizer account for a specific day and time, and sends list of participants.
GM records reservation on G2M calendar.	GM records reservation on G2M calendar.	GM records reservation on G2M calendar.
GM sends account user name and password to employee (Organizer).	GM logs in with the reserved shared account credentials and schedules the G2M for the reserved date and time.	GM logs in with the reserved shared account credentials and initiates (Meet Now) or schedules the G2M for the reserved date and time.

Organizer initiates meeting (Meet Now) or schedules the meeting for a future date and time (Schedule).	GM sends the employee the meeting information in email.	GM invites employee and participants on-the-fly from the meeting (Meet Now) or sends invite when scheduling the meeting (Schedule).
Organizer invites participants on-the-fly from the meeting (Meet Now) or sends invite when scheduling the meeting (Schedule) to participants.	Organizer initiates meeting (Meet Now) or schedules the meeting for a future date and time (Schedule).	If meeting scheduled for future, employee logs in as Organizer when clicking on the meeting URL.
	Organizer invites participants on-the-fly from the meeting (Meet Now) or sends invite when scheduling the meeting (Schedule) to participants.	