Google Appointment Slots User Guide

Links

Google Calendar: https://calendar.google.com/calendar/

Creating an appointment slot

Appointment slots are created in much the same fashion as regular calendar events – simply click anywhere on the calendar (or select by clicking and dragging on the time window you'd like) to bring up the 'New Event' window.

1. Click on 'Appointment Slots'
2. Click on 'More options'
3. **(A)** Select the time details. You may choose to make the slots recurring on a specific day/time, as well as changing the default amount of time that is allotted to each slot
4. **(B)** Add in the event details – if you're using Zoom to hold your meeting, this is the location that you'd put in the Zoom link. Otherwise, this could include a physical location or phone number
5. **(C)** Once you're done, make sure to provide the calendar's appointment page to those who will be booking the slots. **Without this page, they will be unable to book the slots**
6. Students will be able to book individual slots by clicking on the buttons shown by following the link. If the slots will be recurring, it may be a good idea to post the link from step 5 on the course website or Piazza
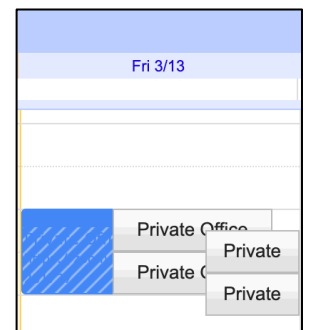
Note: Appointment slots will show as busy to those who do not have the direct link to the booking page described in item #5

A 9:00 – 12:30 appointment slot viewed without direct link