Weekly Tech Tip:
Creating Appointment Slots
March 21, 2013

If you have to meet one on one with many people scheduling can be very difficult. This can be true for office hours, interviews, business meetings, and more. With appointment slots in Google Calendar, any individual can manage appointment availability online 24 hours a day, 7 days a week, with minimal rigmarole. What’s even better is that this will populate your Outlook Calendar as well. If you follow these steps, you can set the times that you are available and let them pick their slot. It’s fairly simple!

1. Use your browser to access http://calendar.google.com
2. Type in your Google gmail address and then tap the Enter key or click the Sign in button. Don’t worry about typing your password in at this time.
   a. NOTE: Your Google gmail address, for faculty/staff is as follows: TRACKSID@go.fit.edu (make sure you use your personal TRACKS ID)
   b. Students Google gmail addresses follow this format: TRACKSID@my.fit.edu
3. You will be forwarded to a TRACKS authentication page where you will type in your TRACKS ID and password.

![TRACKS Authentication]

4. You will be taken to your Google Calendar. Click the day on the small calendar to the left, click the date that you would like your appointments to be held. To view another month, click the small left or right arrows that are to the right of the Month Year on the small calendar. In this example I will choose April 1\textsuperscript{st} 2013.
5. On the day that you would like your appointments, **click and drag** from the when your appointments will start to when they will end (in this example, I clicked from 10AM to 3PM). When the event box displays do the following:
   1. Click **Appointment Slots**
   2. Type in the name of the event
   3. **Set the Type as Offer as slots of 15 minutes.** You can pick another option if needed.
   4. Click **Edit details >>.**
6. From the Edit details screen follow the following steps.
   1. Add the location of where you appointment will take place.
   2. Add a description (optional).
   3. Copy the entire link that follows This calendar’s appointment page. You can do this by right-clicking and selecting copy or copy link address. (This is the link that you will share with the people who will be signing up for appointments. Copy and paste it into ANGEL, in an email, or in whatever you will be sending out.)
   4. Click Save.

   ![Image with arrows pointing to the steps]

   1. Add the location
   2. Add a description.
   3. Copy this entire link.
   4. When everything is correct, click Save.
7. **Paste the link** that you copied in to ANGEL, an email or wherever you want students to access the appointments. Have the students navigate to the appointment date.

8. What they will see is the set of appointments available. They just need to click **the appointment** they would like to have.
9. When they click the appointment they would like, this box will display. All they need to do is click the Save button:

![Book an appointment screenshot]

10. You will automatically be given a meeting request in Outlook. This will include the name and email of the person requesting the meeting.