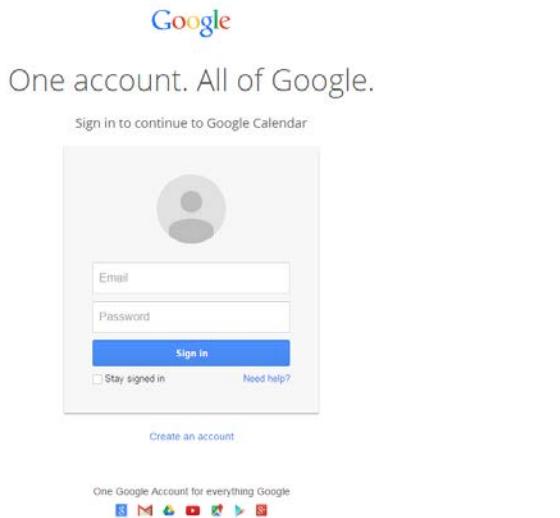
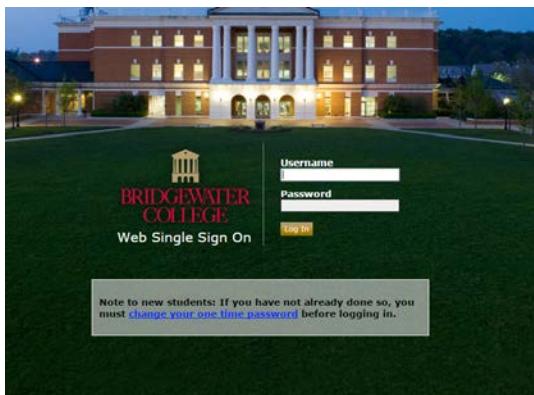


## How to set up Appointment Slots on Google Calendar:

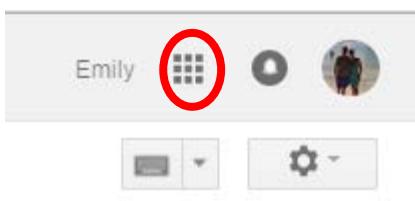
1. Go to your Google Calendar by going to [calendar.google.com](https://calendar.google.com) and using your Bridgewater College email and password to log in.



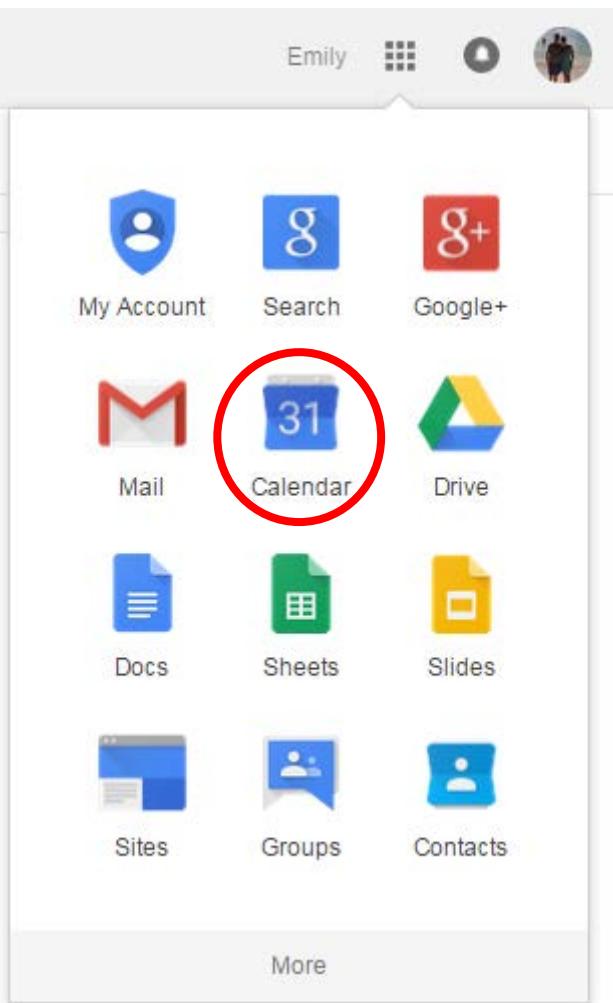
- a. Or go to [eagles.bridgewater.edu](https://eagles.bridgewater.edu) and use your Bridgewater College user name and password to log in.



- b. Click on the Google Apps icon in the upper right corner of the screen, next to your name.



- c. Select the Calendar icon.

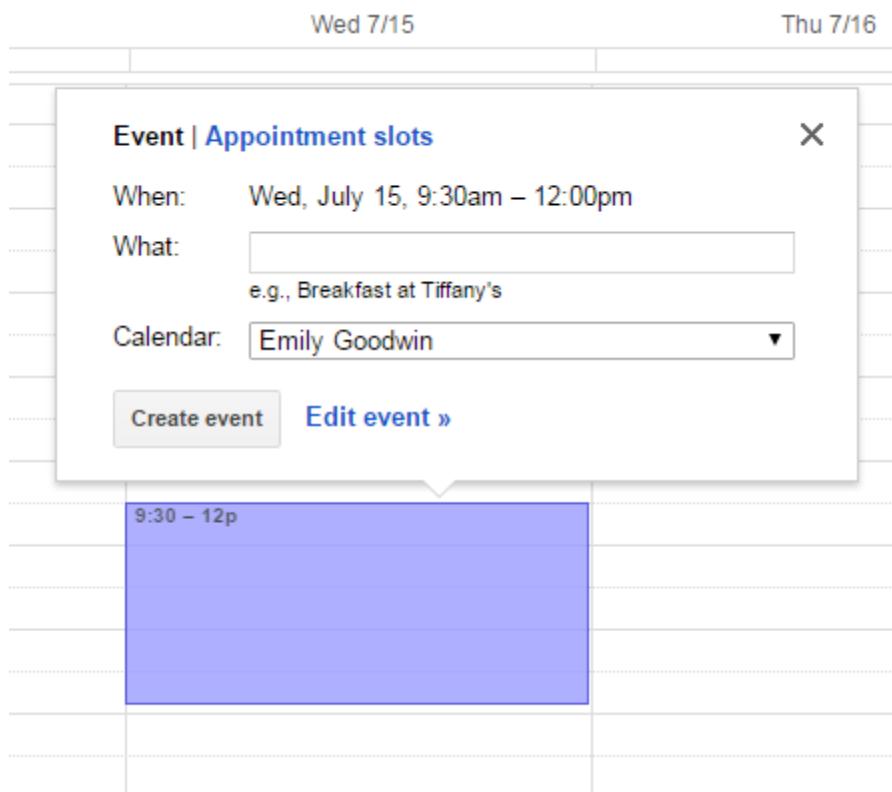


**\*\*NOTE: Your Google Apps icons may be in a different order than pictured. If you don't see the icon for Calendar, please click "More" at the bottom of the list.**

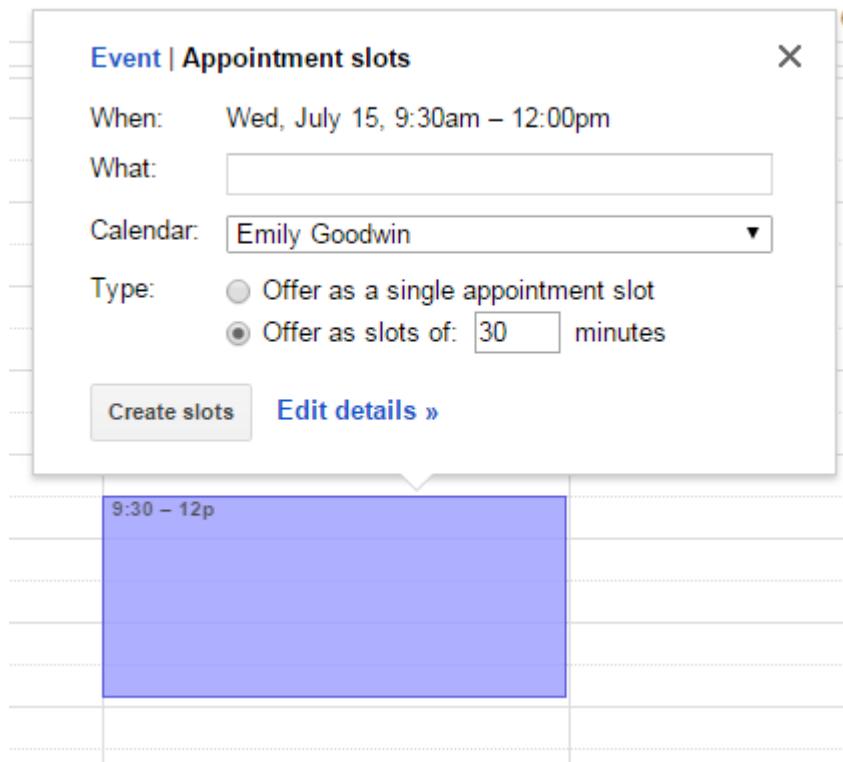
2. Make sure you are in "Day" or "Week" view by checking to make sure "Day" or "Week" are shaded grey in the upper right corner. This calendar is in "Week" view. (To change views, just click on the words "Day", "Week," "Month," etc.)



3. On your calendar, select the desired date and duration you would like to set-up as appointment slots by clicking and dragging. (Use the toggle bottoms in the upper left side of the calendar to switch days or weeks.  )



4. Click on the blue “Appointment slots” words.



5. Click on the blue “Edit details” on the bottom of the pop-up box.

6. Directions will appear in the peachy box at the top of the page.

How does this work?

- Create appointment slots
- Share your appointment page
- Guests book appointment slots

Pick a block of time you want to offer to others, and choose how many slots to split it up into; don't worry, you can always change it later.

This is the link to your public appointment page. Anyone who has this link can book an appointment slot.

Booked appointment slots appear right on your calendar as regular events.

Create appointment slots on calendar: Emily Goodwin

This calendar's appointment page: <https://www.google.com/calendar/u/0/e/htched7stoken=UUsEX3QwY2JLcEottGRJZmF1dHR8NTRhYWNgODg5MTc1YzU4YjM2NDY5OTY3MGY2YzRUYz>

Title: (No title)  
This title will be used for any appointment slot booked from this block.

Time block: 7/15/2015 9:30am to 12:00pm 7/15/2015  Repeat...

Type:  Offer as a single appointment slot  Offer as slots of: 30 minutes

Where: Bow 208

Description:

7. Fill in the details (Title, Where, and Description, if needed) of the appointment slots. If you would like to change the duration of the appointments, change the 30 in the box next to "minutes."

Title: Office Hours  
This title will be used for any appointment slot booked from this block.

Time block: 7/15/2015 9:30am to 12:00pm 7/15/2015  Repeat...

Type:  Offer as a single appointment slot  Offer as slots of: 30 minutes

Where: Bow 208

Description:

- a. If you would like a to set-up repeating appointment slots, check the box in front of "Repeat..." in the middle of the on the right side.

Title: Office Hours  
This title will be used for any appointment slot booked from this block.

Time block: 7/15/2015 9:30am to 12:00pm 7/15/2015  Repeat...

Type:  Offer as a single appointment slot  Offer as slots of: 30 minutes

Where: Bow 208

Description:

- b. Fill-out the desired settings for your repeated appointment slots and click "Done" at the bottom.

**Repeat**

Repeats: **Weekly**

Repeat every: **1 weeks**

Repeat on:  S  M  T  W  F  S

Starts on: **7/15/2015**

Ends:  Never  
 After **5** occurrences  
 On **7/15/2015**

Summary: **Weekly on Wednesday**

**Done** **Cancel**

8. Once you have all the details set, click “Save” at the top of the page.



**How does this work?**

**1. Create appointment slots** **2**  
Pick a block of time you want to offer to others,  
and choose how many slots to split it up into;  
don't worry, you can always change it later. **T**  
**A**  
**S**

9. Your appointment slots will show up on your calendar.

