



Create Appointment Slots in Google Calendar

- In the day or week view on your Google Calendar, click anywhere in the calendar grid (not available in month View)
- In the pop-up, click Appointment slots and enter your details. For more options, click “Edit details”

Edit Details

- Enter a “Title” - this title will be used for any appointment slot booked from this block
- Select a Time block. To choose a repeating pattern, click on “Repeat”.
- Click “Save”
- The appointment slots will now appear on the selected Calendar

How do people sign up?

- To share you appointment page, provide the link shown on the “Edit details” screen to individuals or groups. Anyone who has the link can book an appointment.
- Users may click on one of the available slots. The option to “Book an appointment” for the selected time will appear, along with the details.

Notifications

- The organizer (creator of appointment slots) and the recipient will receive an email notification. Either party may change their RSVP response from Gmail.

Tips

- Change the time of a scheduled appointment slot, just as you would any calendar event. This change will be reflected on both parties calendars.
- Change the details of one instance of the appointments slots or all events in a series by:
 - clicking on an event in the series and selecting “Edit details”
 - selecting the Day view and dragging the arrow up or down to change the time for that event and/or all following event (all events).
- Move/copy your appointment slots to another calendar.
It is recommended that keep them on your primary calendar, so that “find

a time” reflects your true availability. You can copy the appointment slots to another calendar for your convenience.

FAQs

- **Should I invite individual as Guests instead of providing the URL to sign up?**

This option should only be used if there is a co-organizer(s). E.g. creating appointments slots for a committee or group. Invitees sign up through the public URL you provide. If you add a user(s) as a “Guest” they will be included in all instances.

- **Why is the time incorrect after acceptance? I am not offering appointments at those times.**

The recipient (invitee) may not have the default time zone set in Google Calendar. While the College’s default time is set to Eastern Standard Time, users must open the Google Calendar App in a web browser in order for the default to register. If you experience this, please ask the recipient to contact the helpdesk@muhlenberg.edu or supportdesk@muhlenberg.edu for assistance.

- **Can users see other events in my calendar?**

By default, the primary Google Calendar associated with your muhlenberg.edu Google account is set with the following permissions:

Share this calendar with everyone in the organization Muhlenberg College
See only free/busy (hide details)

Users will only see event details if you change this setting to share more details.

For more G Suite documentation visit muhlenberg.edu/gsuite/documentation
