Google Calendar Appointment Slots

Set up appointment slots for others to register for as a Google Calendar Event. This is not the only approach.
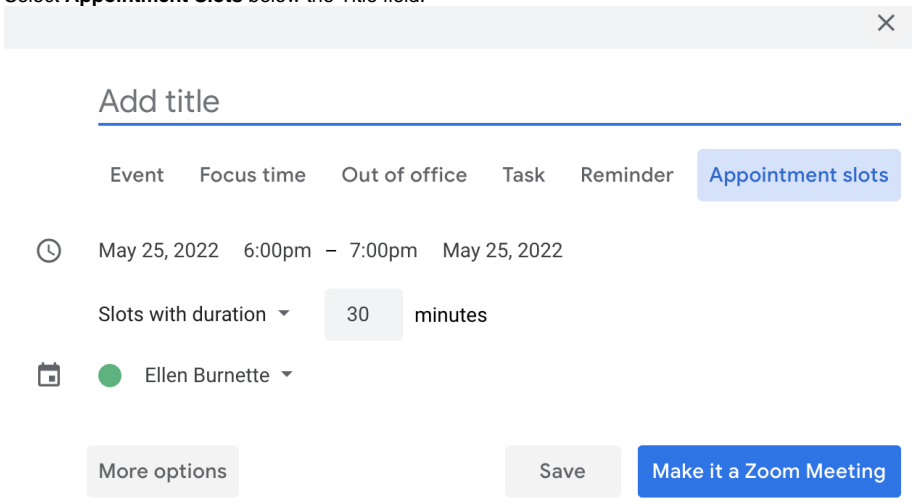
Step-by-step guide to Create Appointments

To List Your Appointments

To Use Zoom With Appointment Slots

Step-by-step guide

1. Log into your Google account and go to Google Calendar. Click a date to set up appointments, or click the **+Create** button in the top left corner.

2. Select **Appointment Slots** below the Title field.

3. **Add a Title**, the topic or purpose of the meeting, e.g., Interviews, Reviews, Office Hours.

4. **Set the date and time range** for all the appointments in a block. Unless your appointments are around the clock, a block of appointments will start and end the same day. Be sure to set the second date the same as the first.

5. **Set the Duration** for each individual appointment. Include the time you need between appointments in the total duration.
   For example, for 15-minute meetings with 5 minutes in between appointments, set the duration to 20 minutes.
   TIP: You cannot delete an appointment slot, so if you want a break that is the length of an appointment, book the appointment for yourself and change the Title to something like Free Time.

6. **Ownership:** Set the calendar you want the appointments to be on, for yourself or someone's calendar that you manage, in the name field.

7. **Specify the location** where the meeting will occur. For setting up Zoom meetings, see instructions below.

8. **Enter a Description**: include the reason for the meeting, link to an agenda, or any other helpful documentation/information.

9. **Add Guests to collaborate** on managing the appointments. **Note:** *This is not for those you're inviting to make an appointment*, but rather someone you want to be able to see the appointments that have been made. For example, an assistant can set up these Appointment Slots and make the Supervisor who is actually conducting the meetings the Guest, or vice versa.

10. Click **Save** or **More Options** to :
    a. **Set up repeating appointments**. If you want the same block of time across more than one day or every week, for example, click the **Does not repeat** dropdown and select **Custom…**
       Enter the settings for repeating this block of appointments, then click **Save.**
    b. Copy the link that you will send or post for users to make appointments by right-clicking the link for **This calendar's appointment page**, or click to go to the Appointment page and copy the URL from the browser address bar.
    c. Click **Save** when you're done.

11. **Need to share a link**? Click the event for the Appointment Slots block (it has a grid icon before the title), then right-click the **Go to appointment page for this calendar** and **Copy link address**; or click the link, then copy the URL from the browser address bar.
    NOTE: All Appointment Slots created for a calendar are visible for anyone with a link to the Appointment Page, so if you set up more than one Appointment Slot type, be sure the Titles are distinguishable.

12. Users with the link to the Appointment Page can click the button for the time slot they want to select. Time slots already selected will no longer be visible. To see the details of the Time slot, move the mouse pointer over it. Click **Save** to make an appointment for the selected time slot.

13. If users want to cancel their appointment or change to another slot, they should delete the event on their calendar, then go back to the Appointment Page and select another slot. The previously booked slot will be open for someone else.

To List Your Appointments

To Print or create a PDF of your scheduled Appointments you will filter down to the data you want to see in the list: first which calendar (if you have multiple), then which day(s).

1. If you have multiple calendars, display only the one that you made the Appointment Slots for. If you have several calendars and the ones you have visible are not easily selected, first duplicate the browser tab for your calendar (right-click the tab > Duplicate), then you can uncheck the calendars you want to hide. The calendars selected on the original tab will remain selected.

2. Change the View dropdown (upper right) to Schedule.

3. To show just the slots for a set of Appointments, use the Search field and enter the Title. Google does not provide a way to Print this filtered list as described in the following steps, but you can select and copy the text (use Ctrl + C, because Copy is not in the right-click menu) to paste elsewhere to edit and print.

4. Click the Settings gear (upper right) > Print. Specify the date range and other options, then click **Print**.

5. The Print Preview is displayed with settings to specify the Destination (Save as PDF, printer, etc.). Click the **Save**/**Print** button. When you're done, close the duplicate tab with the single calendar to return to the view with all your other calendars.

> **TIP**
>
> If you plan to use Appointment Slots regularly and often need to print a daily list, consider creating a calendar just for your appointments, then you can easily filter out all other events with step 1.

To Use Zoom With Appointment Slots

You can include a link to your Zoom account for conducting meetings for the Appointment Slots you set up. If you want the meetings to be private, that is you're meeting with one person at a time and do not want others to join a meeting before you are ready for them, turn on the Waiting Room feature in your Zoom settings.

1. Before your first Appointment, log into the Zoom application. When users click the URL to attend the appointment, Zoom will display a notification to wait for you to start the meeting. You will see in the Participants panel of the Zoom application window (click **Participants** to display it on the right) that the user is in the Waiting Room.
   a. Move your mouse over the name and then click the **Admit** button. The name will move from "is waiting" to "in the meeting."
   b. To move someone out of the meeting before letting the next person in, the person can leave the meeting, or you can move your mouse over the person's name and click the **More >** menu and either **Put in Waiting Room** (if you want to meet again in this session) or **Remove** if you have finished meeting.
   c. To alert users in the Waiting Room of something, you can click the **Message** link, then use the Chat to text them. The Chat window dropdown lets you message **Everyone (in Waiting Room)** or **Everyone (in Meeting)** or a specific person in the meeting.
   d. If the Chat window covers the Participants list, click the **More…** menu at the bottom of your Zoom application window, then select **Chat** to hide it.

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