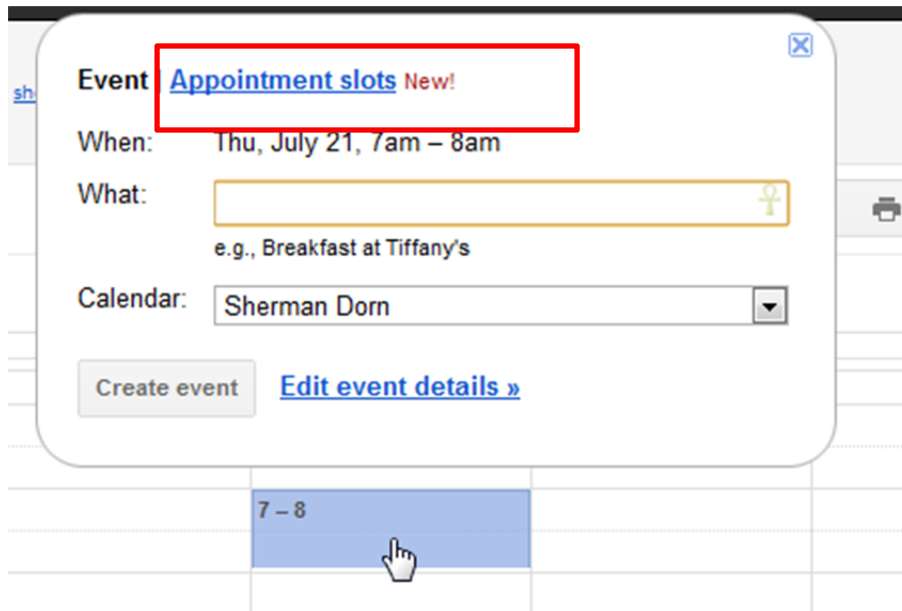


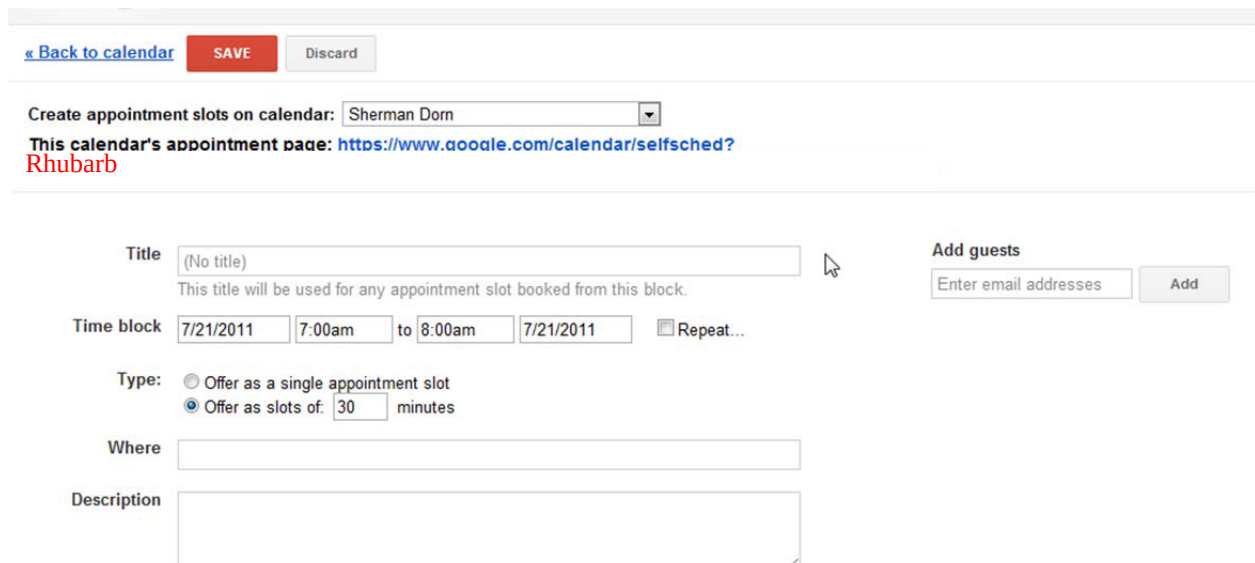
Using Google Appointments

In Google Calendar, open up a new appointment. Click on “Appointment Slots” link.



The screenshot shows a dialog box titled "Appointment slots" with a "New!" label. The "Event" field is highlighted with a red box. Below it, the "When" field shows "Thu, July 21, 7am – 8am". The "What:" field is empty with a placeholder "e.g., Breakfast at Tiffany's". The "Calendar:" dropdown shows "Sherman Dorn". At the bottom, there are two buttons: "Create event" and "Edit event details »". Below the dialog box, a blue bar on the calendar grid indicates the time slot "7 – 8" with a mouse cursor pointing at it.

A new panel will open. Fill in the title and any other field you wish.



The screenshot shows the configuration panel for creating appointment slots. At the top, there are links "« Back to calendar" and buttons "SAVE" and "Discard". Below, the "Create appointment slots on calendar:" dropdown shows "Sherman Dorn". A link "This calendar's appointment page: https://www.google.com/calendar/selfsched?Rhbarb" is displayed. The "Title" field is empty with the placeholder "(No title)". Below it, a note states "This title will be used for any appointment slot booked from this block." The "Time block" section shows "7/21/2011" from "7:00am" to "8:00am" on "7/21/2011", with a "Repeat..." option. The "Type:" section has two radio buttons: "Offer as a single appointment slot" and "Offer as slots of: 30 minutes". The "Where" field is empty. The "Description" field is empty. On the right, the "Add guests" section has a text input "Enter email addresses" and an "Add" button.

[« Back to calendar](#)

SAVE

Discard

Create appointment slots on calendar: Sherman Dorn

This calendar's appointment page: <https://www.google.com/calendar/selfsched?>

Rhubarb

Title Sign up!

This title will be used for any appointment slot booked from this block.

Time block 7/21/2011 7:00am to 8:00am 7/21/2011 ☐ Repeat...

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

Where

Description

Save the link to share with others.

[« Back to calendar](#)

SAVE

Discard changes

Delete

Create appointment slots on calendar: Sherman Dorn

This calendar's appointment page: <https://www.google.com/calendar/selfsched?>

Rhubarb

Title Sign up!

This title will be used for any appointment slot booked from this block.

Time block Thu, July 21, 7am – 8am ☐ Repeat...

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

Where [Click to add a location](#)

Open link in new tab
Open link in new window
Open link in incognito window
Save link as...

Copy link address

AdBlock
Clip to Evernote
Share link with TweetDeck

Inspect element

Rhubarb

When you save the appointment slot, you will see a new hatched block of time in your calendar:

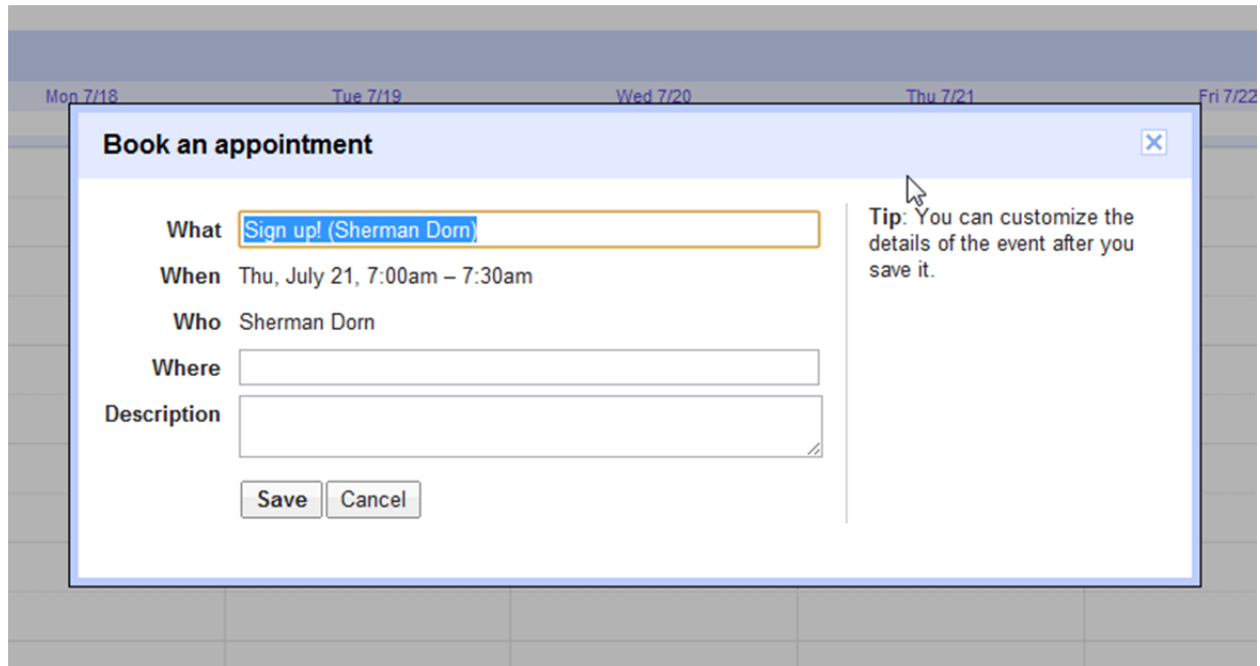
7/20	Thu 7/21	Fri 7/22
	7 – 8 Sign up! (30min slots)	
		9 – 10

When you send the link to others, they will be able to see in your calendar **ONLY** for the appointment blocks you have set up. The title you chose will be the label they see for each appointment slot:

to cancel an appointment slot you've already booked, leave this sign-up page

Wed 7/20	Thu 7/21	Fri 7/22
	Sign up!	
	Sign up!	

When they click on an appointment slot, they will be able to fill in some details. **N.B.: Your students (or other appointments) will need to have Google accounts to sign up for your slots!**



The screenshot shows a 'Book an appointment' dialog box with a light blue header and a white body. The 'What' field is highlighted with a blue border and contains the text 'Sign up! (Sherman Dorn)'. The 'When' field shows 'Thu, July 21, 7:00am – 7:30am'. The 'Who' field shows 'Sherman Dorn'. The 'Where' field is empty. The 'Description' field is empty. There are 'Save' and 'Cancel' buttons at the bottom. A tip on the right says: 'Tip: You can customize the details of the event after you save it.'

Mon 7/18 Tue 7/19 Wed 7/20 Thu 7/21 Fri 7/22

Book an appointment [X]

What Sign up! (Sherman Dorn)

When Thu, July 21, 7:00am – 7:30am

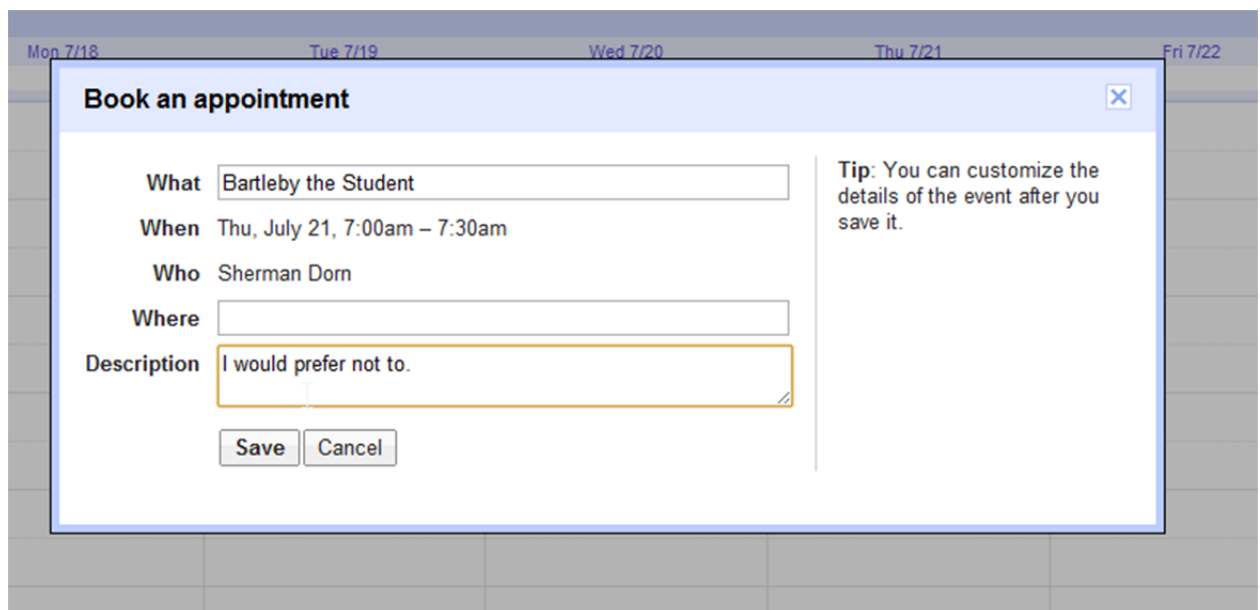
Who Sherman Dorn

Where []

Description []

[Save] [Cancel]

Tip: You can customize the details of the event after you save it.



The screenshot shows the same 'Book an appointment' dialog box, but now the 'Description' field is highlighted with a blue border and contains the text 'I would prefer not to.'. The 'What' field now contains 'Bartleby the Student'. The 'When' field shows 'Thu, July 21, 7:00am – 7:30am'. The 'Who' field shows 'Sherman Dorn'. The 'Where' field is empty. There are 'Save' and 'Cancel' buttons at the bottom. The tip on the right remains the same.

Mon 7/18 Tue 7/19 Wed 7/20 Thu 7/21 Fri 7/22

Book an appointment [X]

What Bartleby the Student

When Thu, July 21, 7:00am – 7:30am

Who Sherman Dorn

Where []

Description I would prefer not to.

[Save] [Cancel]

Tip: You can customize the details of the event after you save it.

Once a party signs up for a lot, it will appear on your calendar. It will not reduce the hatched appointment-block time, but others will not be able to sign up for the same slot.



In your Calendar, the appointment will appear with both you and the other party as invitees, and if you change the appointment, you will be able to notify the other party.

This event was created from an appointment slot.

Bartleby the Student

7/21/2011 7:00am to 7:30am 7/21/2011 [Time zone](#)

☐ All day ☐ Repeat...

Event details [Find a time](#)

Where

Calendar

Description

[Add guests](#)

[Make some attendees optional](#)

Guests [Email guests](#)

Yes: 2, Maybe: 0, No: 0, Awaiting: 0

- ✓ [dorn@mail.usf.edu*](#) ✕
- ✓ [Sherman Dorn](#) ✕