

Scheduling Appointments

There are several applications that can make scheduling appointments much easier for both students and advisors.

Option 1: You Can Book Me

One free (features limited) web based program is You Can Book Me. CAAS is using this program and likes it. Follow instructions on the website – this is easy to set up!

<https://youcanbook.me/>

Option 2: Use Google Calendar

Another excellent program that is available to all of us at St. Olaf is Appointment Slots in Google Calendar. Instructions for creating your own appointment slots are below.

Google Calendar Instructions

1. Click on an open “block” of time on your Google Calendar.
2. Choose “Appointment Slots” when the window opens. (See screen shot below)
3. Click on “More options” to open a detailed editing window. (See screen shot below)
4. Add the event title, length of slots, location, etc. You can click on “Does not repeat” to change how often this event repeats in your calendar.
5. Click “Save.”
6. To share the Appointment Slots, left click on the event in your calendar. Click on the link, “Go to appointment page for this calendar.” (See screen shot below)
7. Copy and paste the URL to this webpage – you can share this link via email, on your Moodle page, or in your Gmail signature. Any other user with a Google Account can now request an available appointment slot for this event!

The image shows a calendar interface with a modal window for creating 'Advising Appointments'. The calendar background is grey with columns for Monday (4), Tuesday (5), and Wednesday (6). A yellow event card on the left shows 'Advising Appointments 12 - 2pm'. The modal window is white with a title 'Advising Appointments' and a close button (X). It features three tabs: 'Event', 'Out of office', and 'Appointment slots' (which is selected). The modal contains the following fields:

- Date and time: Feb 4, 2019 12:00pm - 2:00pm Feb 4, 2019
- Duration: Slots with duration 30 minutes
- Category: ASC Office Assistants

At the bottom of the modal are two buttons: 'More options' and 'Save'.

Step 2: Create new appointment slots

× Advising Appointments

Save

Feb 4, 2019 12:00pm to 2:00pm Feb 4, 2019 Time zone

Slots with duration ▾ 30 minutes Does not repeat ▾

Event Details Find a Time

Guests Rooms



Add location

Add guests



ASC Office Assistants



[This calendar's appointment page](#)



Add description

Step 3: Edit the event

Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7
Advising Appointments			
Advising Appointments			
Advising Appointments			
Advising Appointments			

Book an appointment

What

When Mon, February 4, 12:00pm – 12:30pm

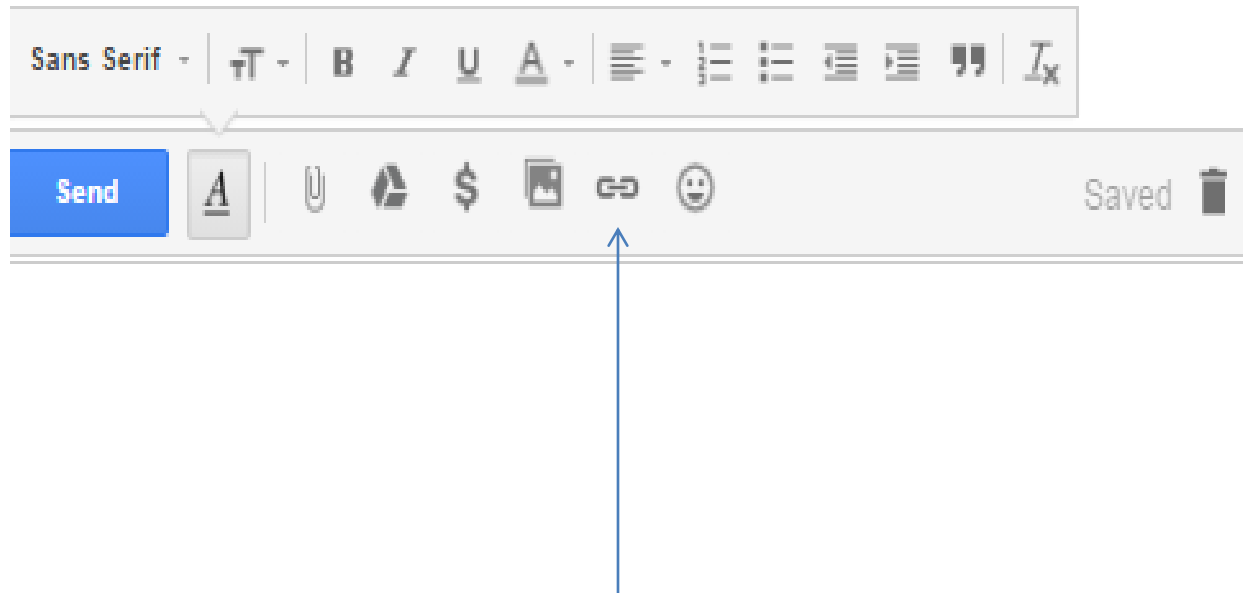
Who Ann Elizabeth Jensen

Where

Description

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

Step 6: Appointment Slot request page



Share Link in Gmail Compose Screen