

Booking Time in Google Calendar Using Appointment Slots



Google Calendar offers a feature called **Appointment Slots**. This allows members of a community to book pre-designated time slots.

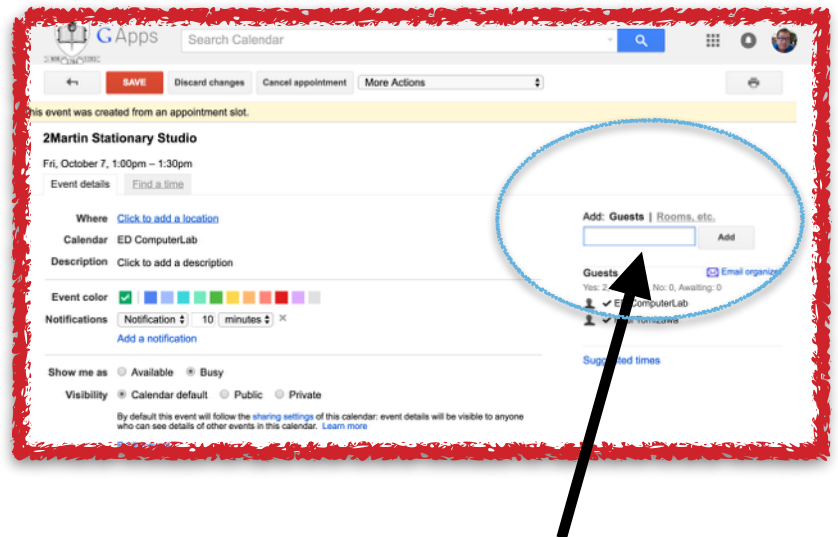
1. Double-click on a desired time block. All blocks are an hour long.

2. Delete the default entry in the **What** space.

A screenshot of the 'Book an appointment' dialog box. The 'What' field contains 'Mac Lab (Paul Tomizawa)'. The 'When' field shows 'Fri, October 7, 1:00pm - 1:30pm'. The 'Who' field shows 'Paul Tomizawa'. The 'Where' and 'Description' fields are 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.'

3. Enter your class name and purpose of your lab session. Click **Save**. This appointment can be viewed on your Google Calendar.

4. Go to the Google Calendar app in your district Google account. Look for the appointment you just booked.



5. If you'd like to invite a Guest to this calendar event, click in the space under **Add Guest** and type the name of a district colleague to invite.