

Appointment Schedule



Using the Appointment Schedule in Google Workspaces, you can add potential appointments to your calendar, then send a link to the calendar to others who will be able to claim one of the appointment slots, thus adding it to your calendar.



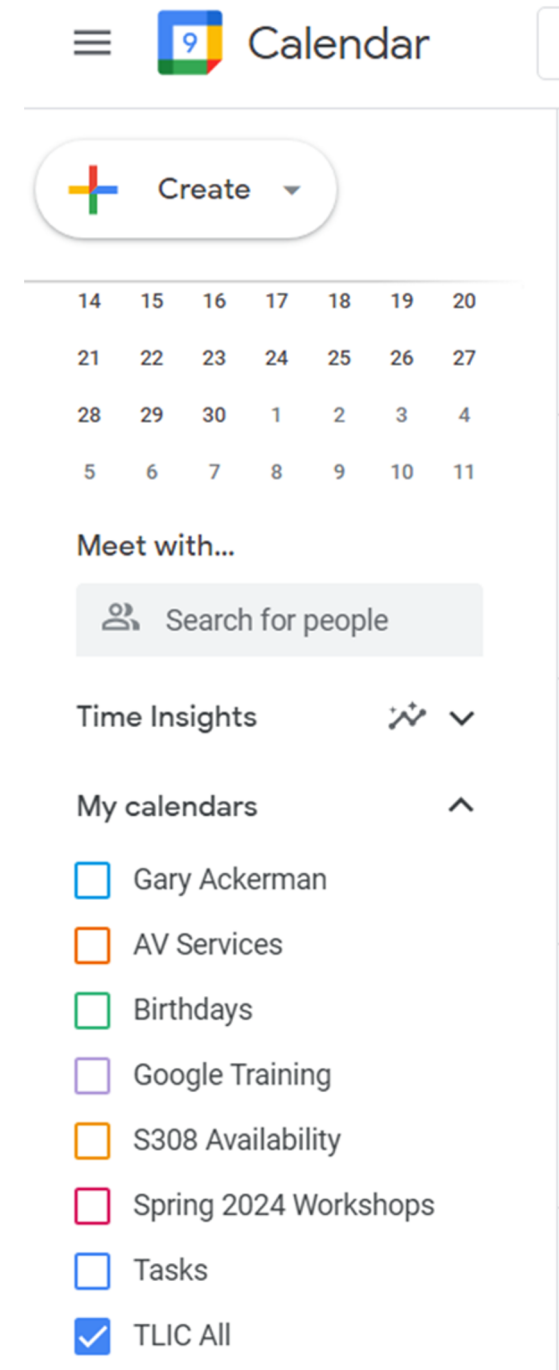
Overview

1. Select the correct calendar
2. Name and set the appointments slots
3. Add details
4. Send the link



Select the Correct Calendar

In your “My calendars” list, make sure only the calendar upon which you want to add appointments is selected.



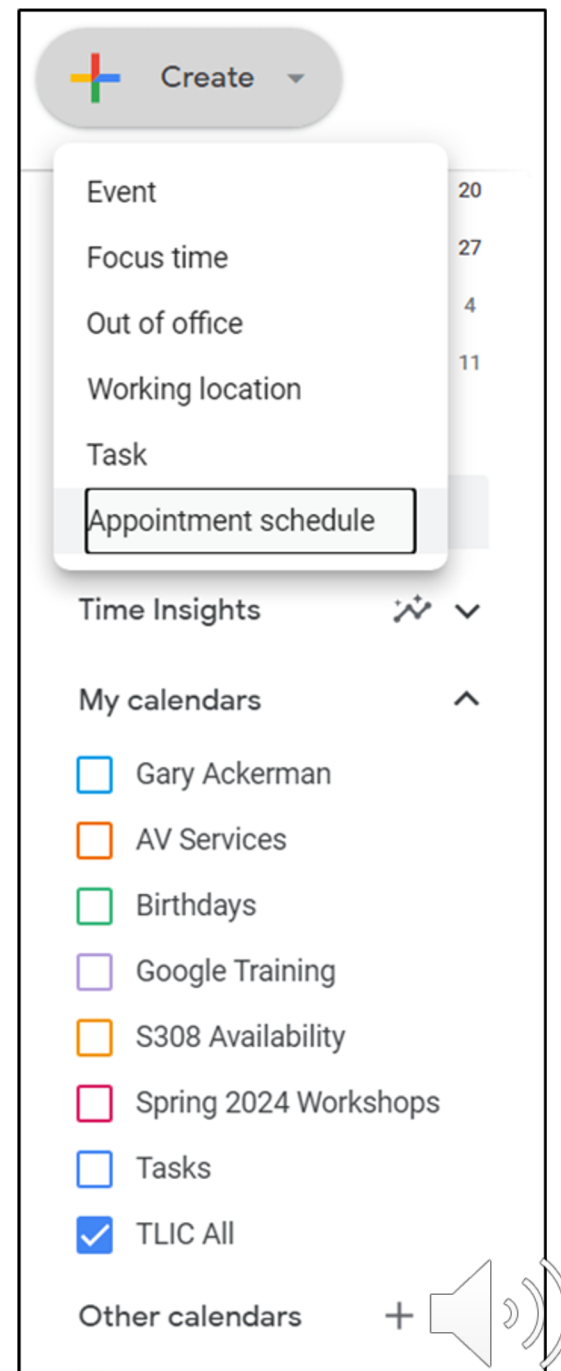
The screenshot shows the Google Calendar interface. At the top right, there is a hamburger menu icon, a calendar icon with the number 9, and the word "Calendar". Below this is a "Create" button with a plus icon. The main area displays a calendar grid for the month of November, with dates 14 through 11. Below the grid is a "Meet with..." section with a "Search for people" input field. Further down is a "Time Insights" section with a star icon and a dropdown arrow. The "My calendars" section is expanded, showing a list of calendars with checkboxes:

- ☐ Gary Ackerman
- ☐ AV Services
- ☐ Birthdays
- ☐ Google Training
- ☐ S308 Availability
- ☐ Spring 2024 Workshops
- ☐ Tasks
- ☒ TLIC All

A speaker icon is visible in the bottom right corner of the interface.

Name and Set Appointment Slots- 1

In the “Create” menu, click
“Appointment schedule.”



Name and Set Appointment Slots- 2

- 1- Name the appointments- this will be displayed to those who book meetings
- 2- Set the default length
- 3- Set weekly availability- hover over icons to see text tips
- 4- The slots will appear on the calendar only if these are true
- 5- Use these controls to set individual slots
- 6- Set break time between slots
- 7- Ensure you are avoiding conflicts
- 8- Set co-hosts if you want— [See that they can do](#)

Take a tour
Feedback
X

BOOKABLE APPOINTMENT SCHEDULE

Add title

Appointment duration
How long should each appointment last?
1 hour

General availability
Set when you're regularly available for appointments. [Learn more](#)

Repeat weekly

| Day | Availability | Icons |
|-----|-----------------|-------|
| Sun | Unavailable | + |
| Mon | 9:00am - 5:00pm | ⌂ + - |
| Tue | 9:00am - 5:00pm | ⌂ + - |
| Wed | 9:00am - 5:00pm | ⌂ + - |
| Thu | 9:00am - 5:00pm | ⌂ + - |
| Fri | 9:00am - 5:00pm | ⌂ + - |
| Sat | Unavailable | + |

(GMT-04:00) Eastern Time - New York

Scheduling window
60 days in advance to 4 hours before

Adjusted availability
Indicate times you're available for specific dates
[Change a date's availability](#)

Booked appointment settings
No buffer time · No maximum bookings per day

Calendars
TLIC All · Avoid scheduling conflicts

Co-hosts
Add people to co-host appointments

Next

Name and Set Appointment Slots- 3

- 1- See the location (optional)
- 2- Set the description (Zoom is not a location option, so past the URL for appointments to be held on Zoom)
- 3- Require names and email addresses to book meetings
- 4- Make sure calendar and email reminders are set
- 5- Save

Take a tour
Feedback
X

BOOKABLE APPOINTMENT SCHEDULE

Demonstration

1
Location and conferencing
Would you like to meet in person, via phone, or video conference?
Select how and where to meet ▼

2
Description
Add a note that explains your service. This will appear on your booking page and in confirmation emails.

B I U
List icon
List icon
Link icon

<https://us02web.zoom.us/j/3978737162>

3
Booking form
First name · Last name · Email address
Email verification required

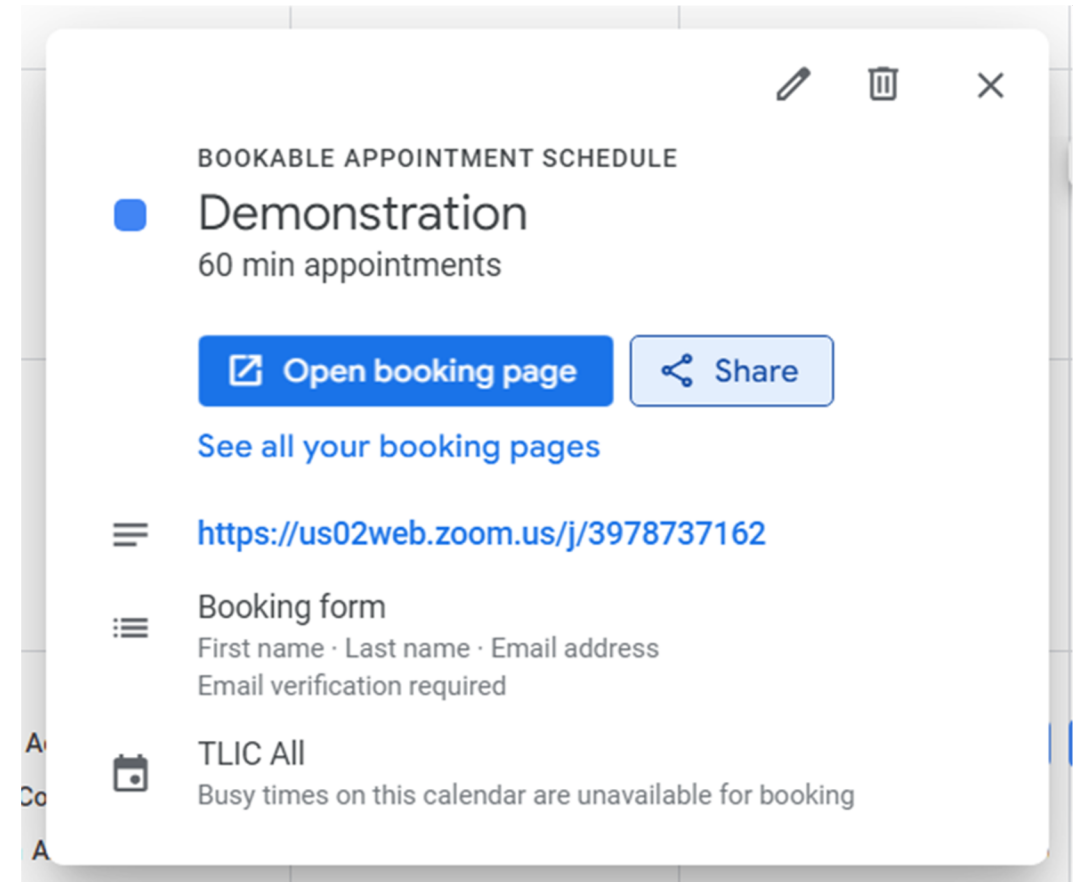
4
Booking confirmations and reminders
Calendar invitation · Email reminder

5
Back
Save

Send the Link

Click “Open booking page” to preview it
Click “Share” to copy the URL

Paste the URL into emails, web pages, or Moodle classrooms



What can co-host do?

In Google Calendar, there isn't a co-host option specifically for appointment schedules. However, you can add co-hosts to meetings scheduled within your calendar. Here's what a co-host can do in a meeting:

- **Manage the meeting:** They can admit or mute participants, share their screen, and record the meeting (if enabled).
- **Control the flow:** They can present, adjust meeting settings, and end the meeting.
- **See meeting details:** They can view all meeting details, including the agenda and attendee list.

It's important to note that co-hosts cannot access or modify the appointment schedule itself, which determines your availability for booking appointments.

If you need someone to help manage meetings within your schedule, adding them as a co-host is a good option. However, it won't give them access to the appointment scheduling functionality.

According to gemini.google.com on April 9, 2024

