Calendly

This is what your calendly will look like to students:
https://calendly.com/teirstei-usc/max-s-weekly-office-hour

Setting Up Your Account

1. *How do you plan on using Calendly?*
   Select "On my own."

2. *What is your role?*
   Doesn't matter—select any.

3. *Connect your calendar*
   If you have a gmail or outlook calendar that is updated regularly, connect your calendar so that Calendly can access your availability.

4. *Weekly hours* — this is the hours that you work. You will be able to set your meeting windows later.
   If you were able to connect your gmail/outlook calendar, you can leave this at 9-5. Your availability will be updated automatically according to the events on your gmail/outlook calendar. However, if you were unable to connect your calendar, you can use this page to set your standing weekly availability.

5. *How would you like to meet with people?*
   Select your preferred meeting platform. You may be prompted to connect your Zoom/Teams account.

Your account should now be set up.

Setting Your Meeting Time

1. Select "Create" –> "One-on-one."

2. Title it "[Firm Name] Weekly Hours."

3. Select "Duration" –> "30 minutes"

4. Set location to your preference (Zoom, Phone Call, In person, etc.)

5. Select "Availability" and then select the pencil icon to edit. Here, you can either change your Weekly Hours to the slot of your choice, or you can select Date-specific hours (this will require that you select the date and time every week). You are required to offer a minimum of one office hour per week—that's

two 30-minute advising sessions—so be sure to adjust these hours accordingly. Be sure that the time zone is set correctly!

6. Select “Create”.
7. In “Scheduling,” view your event. Scroll down to “More options.”
    a. Select “Invitee form.” Be sure that “Allow invitees to add guests” is selected.
    b. Under Question 1, edit “Please share anything that will help prepare for our meeting.” To read “Please describe the top 1-3 questions that your team wants to answer in this meeting. Share any context that the firm needs to know to best assist you.” If you don’t see Question 1, then select “Add new question.” Check the “Required” box.”
    c. *OPTIONAL*: Add a Description to your meeting that reads “At least 24 hours ahead of your meeting, please send any materials to us that may require our review, so we can spend the bulk of our time in discussion. Submit any materials to [EMAIL OF FIRM’S CONTACT PERSON].”
    d. Then, hit “Save changes.”
8. One last step! Select “Copy link” and share that link with the Shade Zones team (shadezones@usc.edu).

More resources available in the Calendly help center (see video walkthroughs here).