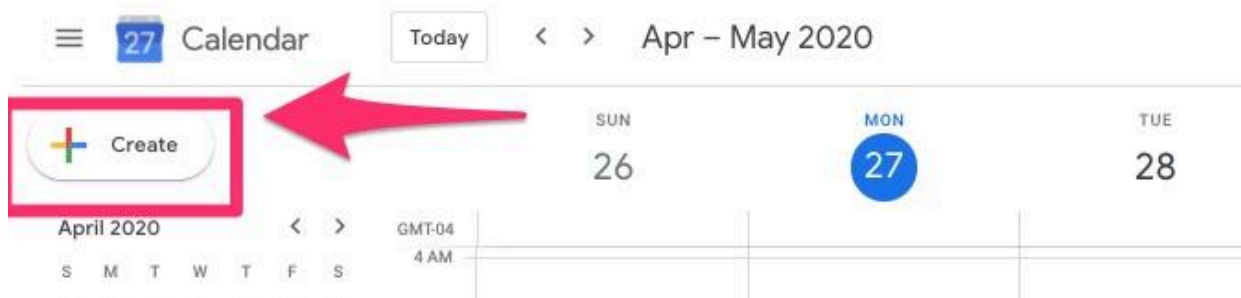


Google Calendar Appointment Slots ([How to video](#))

Open Google Calendar

A screenshot of the Google Calendar 'Create' event form. The form has several sections. The first section is 'Add title'. Below that are three tabs: 'Event', 'Out of office', and 'Appointment slots'. The 'Appointment slots' tab is selected and highlighted with a red box. Below the tabs, there's a date and time selector showing 'Apr 27, 2020' from '3:00pm' to '4:00pm'. Below that is a 'Slots with duration' dropdown set to '30 minutes'. At the bottom, there's a 'More options' button, a 'Save' button, and a 'Make it a Zoom Meeting' button.

Title for meeting

**Choose
Appointment Slots**

**Choose time (example
9:00 - 12:00)**

**Duration is the length of the
meeting**

Save - will add a Google Meet link to each event

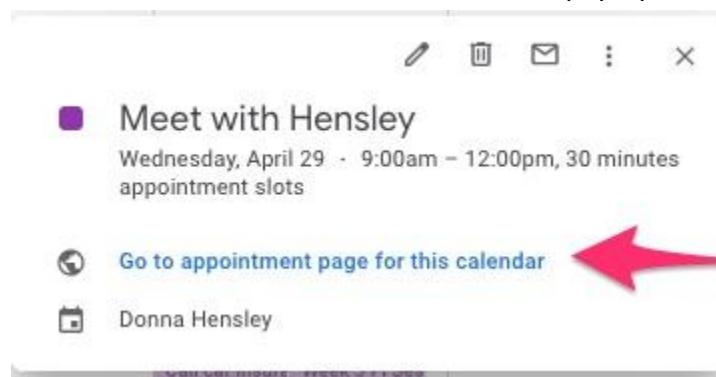
**Make it a Zoom Meeting will add a Zoom link to each
event**

*****Note - to “Make it a Zoom Meeting”, the Chrome extensions “[Zoom Scheduler](#)” must
be added to Chrome.**

Google Calendar Appointment Slots ([How to video](#))



Click on the event and a menu like this will pop up.



- Click on the link **“Go to the appointment page for this calendar”**.
- **Copy** the URL.
 - *The URL is what you will give to the people you want to be able to sign up for appointment slots.*