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

Open Google Calendar

Title for meeting

Choose Appointment Slots

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

Duration is the length of the meeting
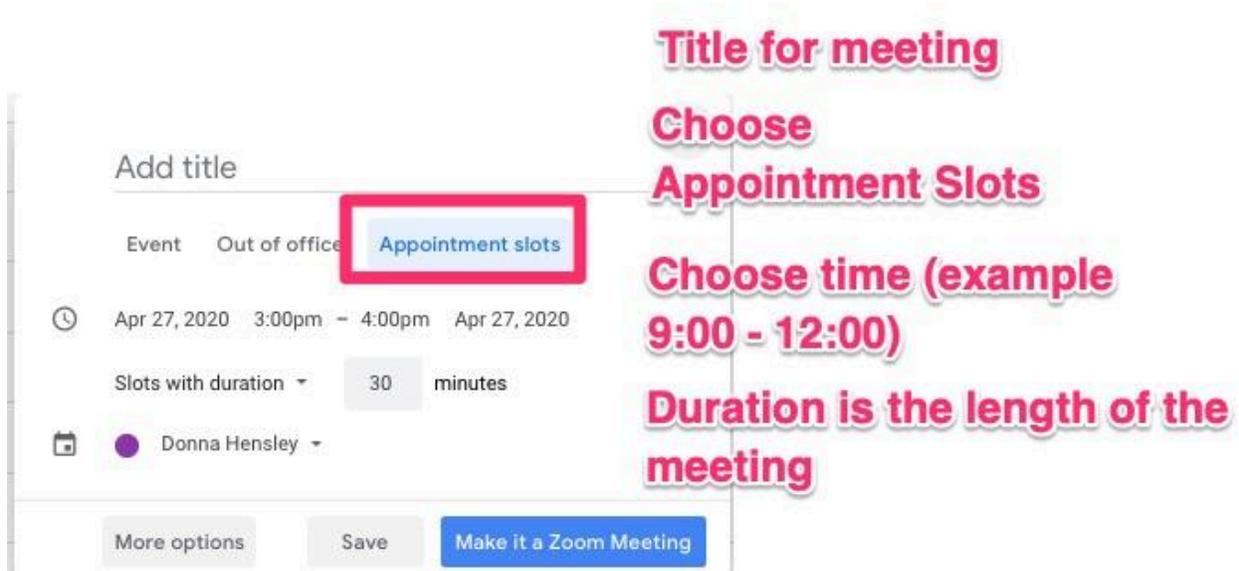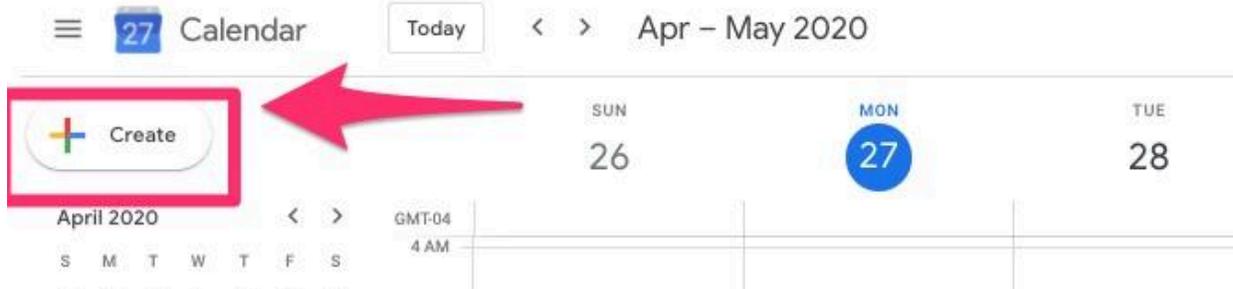
**Save - will add a Google Meet link to each event**
Make it a Zoom Meeting will add a Zoom link to each event

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

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Click on the event and a menu like this will pop up.
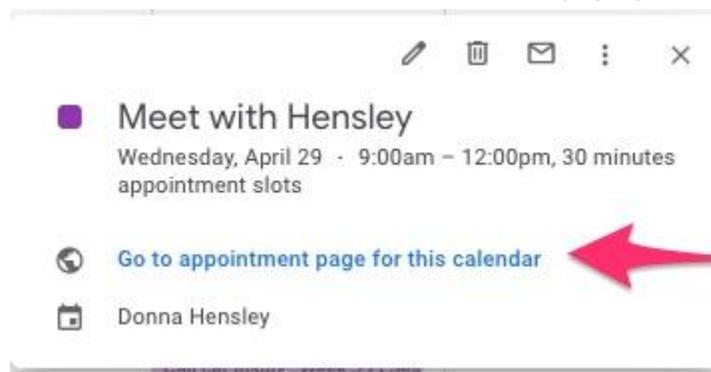
- Click on the link "**Go to the appointment page for this calendar**".
- **Copy** the URL.
    - *The URL is what you will give to the people you want to be able to sign up for appointment slots.*