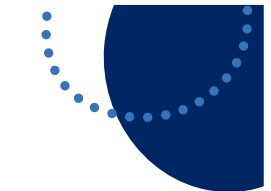# Digital Support Team Support Guides
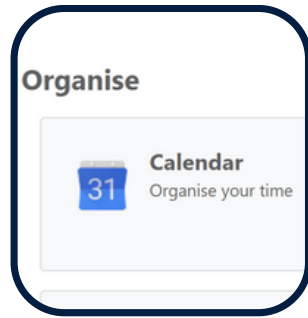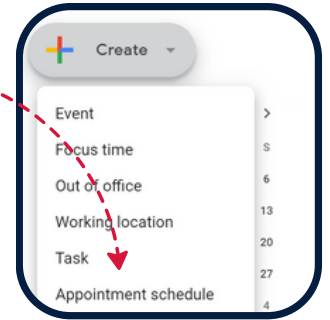## Google Calendar
Appointment Schedule

Step 1

Open Google Workspace via the Portal and under the heading Organise click the tile Google Calendar.
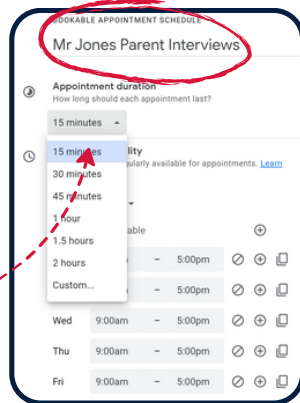
Step 2

Click the **Create** button and then click **Appointment Schedule**.

NOTE:
If Appointment Schedule appears as Appointment slot, refer to the appendix at the end of this guide.
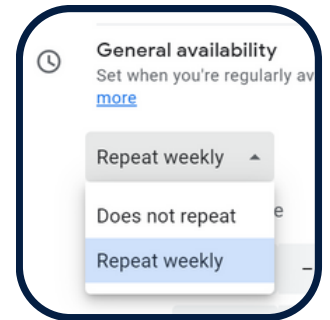
Step 3

Add a title for the appointment schedule.

Use the drop down arrow to select the appointment duration. This can be a customised time.

Step 4

Choose how often the schedule repeats. Click the drop down arrow next to **Repeat weekly**. Choose Repeat weekly for recurring appointments or **Does not repeat** for one off occasions.
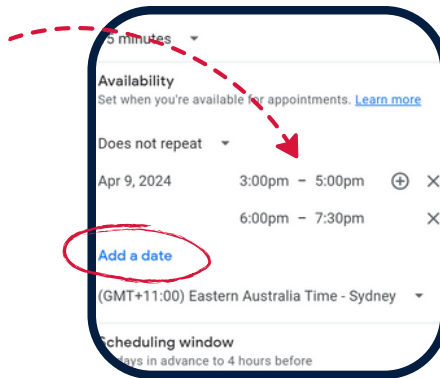
Step 5

If you select **Does not repeat**, choose a specific date for the appointments to occur as well as the time.
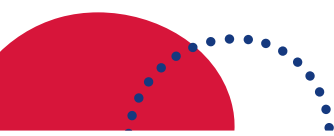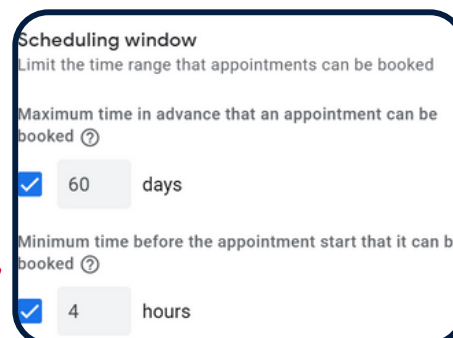Click the plus icon to add additional time sessions.
Click **Add a date** to include additional days.

Step 6

Click the drop down arrow next to Scheduling window and select how many days in advance people can make a booking and the minimum time before the appointment start that it can be booked.
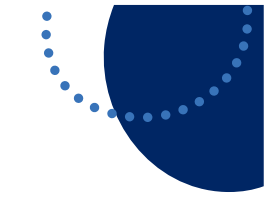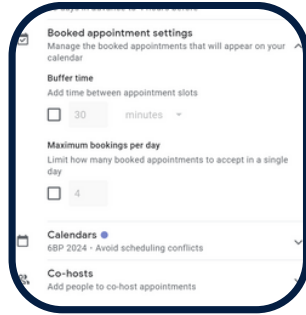
Digital Support Team Support Guides
Google Calendar
## Appointment Schedule

Step 7

Click the drop down arrow next to **Booked appointment** settings to set the buffer time between appointments and the maximum number of bookings per day.
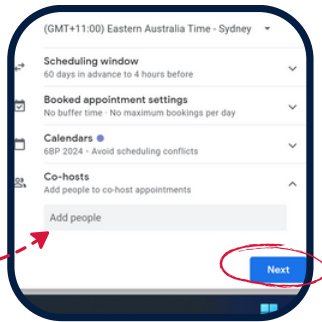
Step 8

Click the drop down arrow next to Calendars to select which Google Calendar to add the appointments to.

Click the check box if you want to check the calendar for availability first.
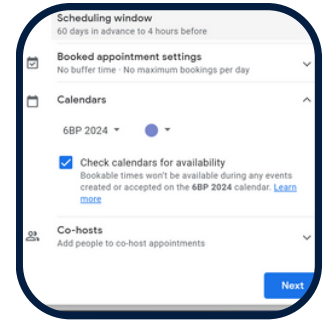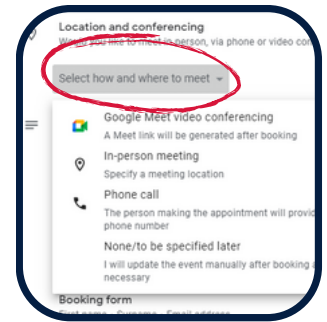
Step 9

Choose to add anyone you wish to co-host your appointment slots. Otherwise, click Next.
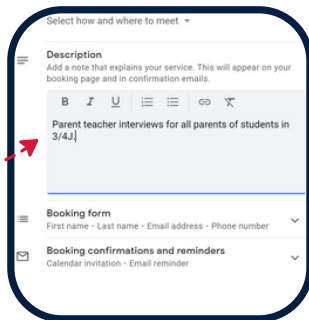
Step 10

Click the drop down menu next to **Select how and where to meet**. Choose from Google Meet video conferencing, in-person meeting, phone call or none.
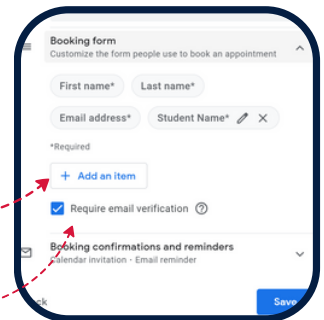
Step 11

Add a description that explains what the purpose of the appointment schedule.
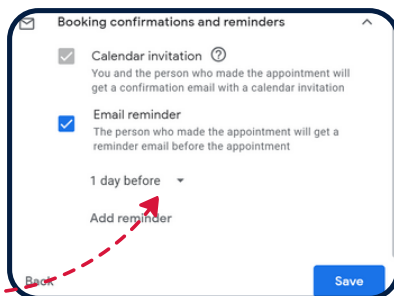
Step 12

Click the drop down arrow to customise the form people use to make the booking. Click Add an item to add custom fields.

Tick the check box to require email verification from the person booking.

Step 13

Click the drop down arrow next to **Booking confirmations and reminders** to set an email reminder for the person who made the appointment. This can be set to a custom time by clicking the drop down arrow.

Step 14

Click **Save** to create the booking page.
You can now choose to either open the booking page or **Share it** using your preferred method of communication.