

# How to set-up Google Calendar appointment slots

*This feature is available only with a work or school Google Calendar account.*

You can set up appointments on your calendar that people can reserve. For instance, professors can have their students reserve time during office hours each week.

## Set up & share appointment slots

### Create appointment slots

1. Using your work or school account on a computer, open [Google Calendar](#).
2. Make sure that you're in **Week** view or any **Day** view.
3. Click anywhere in the calendar. In the event box that pops up, click **Appointment slots**.
4. Enter the details, including a title, and pick the calendar where you want the event to show up.
5. To add more information, like a location, description, or to [make the appointment block repeat](#), click **Edit details**.

### Add others to the appointment

To add others to the appointment, click the Add Guests field. For example, a professor might want her assistant to be there during office hours.

**Note:** Don't invite people who want to reserve an individual appointment slot. Anyone that you add here will be invited to every appointment throughout the block of time, and will also get an email each time someone reserves an appointment.

### Invite others to book appointments

After you've set up appointment slots, you can invite people to book time.

To invite people to book appointments, don't invite them to the appointment slot. Instead, get a link to send them for your appointment slots page:

1. Open [Google Calendar](#).
2. Click the appointment slots event to open it.
3. Copy and paste the calendar's appointment page link found at the top of event.
4. Send this link to people who want to book an appointment.

**Note:** People need to use Google Calendar to make a reservation. They can [create a Google Account](#) to get started.

### How appointment blocks show on your calendar

Your appointment block will show as a single event on your calendar and the calendars of anyone you invite.

You can see that the appointment block is different from other events by the grid symbol in the upper left corner.