

SCHEDULE APPOINTMENTS WITH CALENDLY

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About Calendly

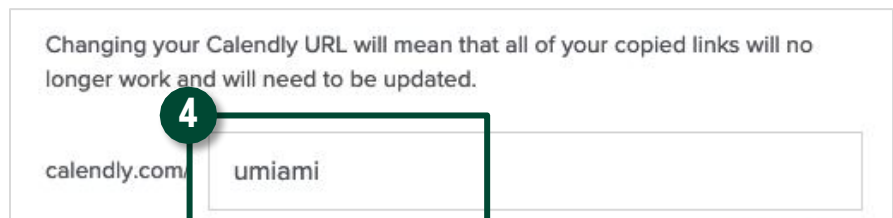
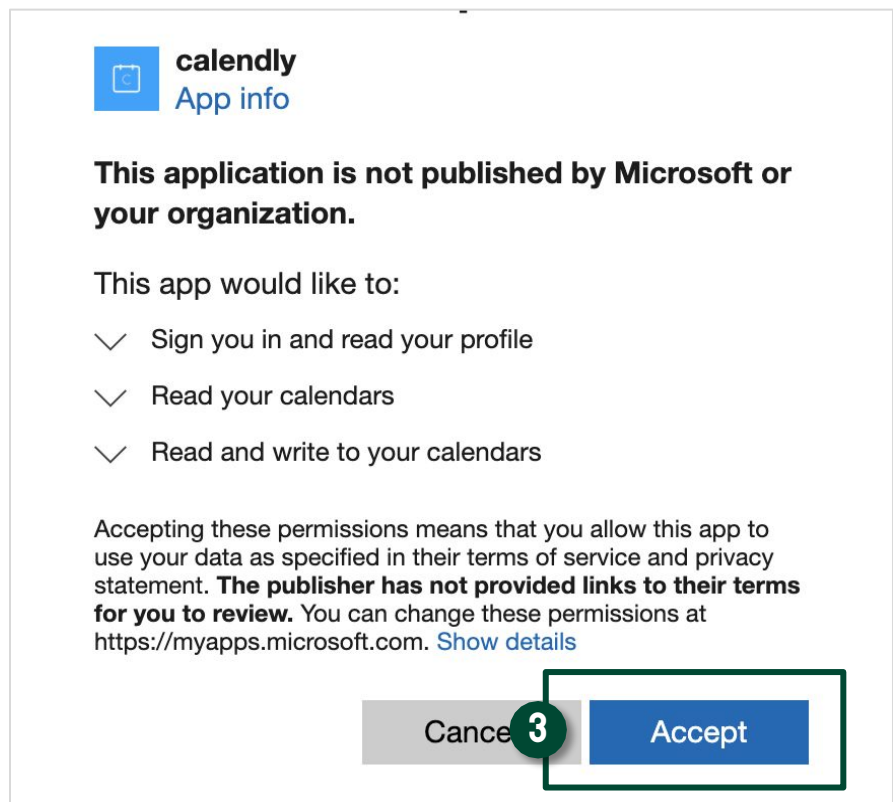
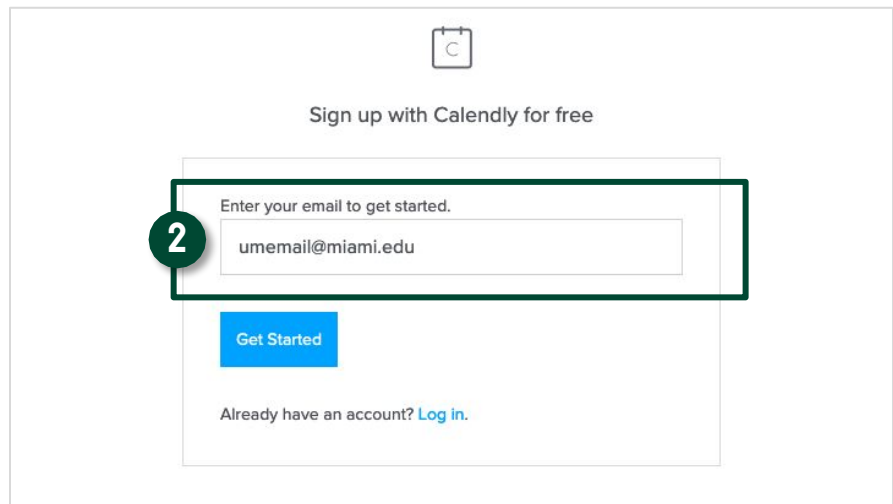
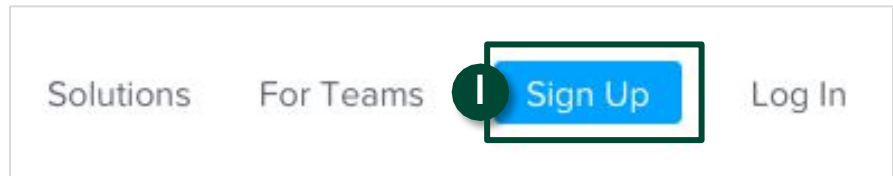
Calendly is an online appointment scheduling software that allows faculty to share a 'virtual office hours' calendar with students. Students can then sign up for an individual meeting from the calendar by selecting a time, and entering their details.

This how-to guide will briefly walk you through instructions for getting started with using Calendly.

- ✓ Sign Up and Sync Calendar
- ✓ Create an Event Type
- ✓ Share a Link to Your Calendar

Sign Up and Sync Your Calendar

1. Go to calendly.com and click on the 'Sign Up' button.
2. Enter your UM email and click on 'Sign up with Office 365.' This will redirect you to the UM Single Sign-On page where you will need to enter your CaneID & password.
3. A pop-up notice will appear within your email asking permission for Calendly to access your email profile and calendar. Once you've read through, hit 'Accept.'
4. Choose a URL that is short and easy for you to share with your students and ensure the correct time zone is selected. Click, 'Continue.' You can change your main Calendly link at any time in your Account Settings.



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Create an Event Type

After logging in to your account, you will view your account homepage. From here, you can edit or share your event types, see your upcoming meetings, and more. Event types define your preferred availability for specific types of meetings (e.g. office hours).

1. Click on 'Create New Event Type.'
2. Fill in the areas (Event Name, Location, Description). Click 'Next.'
3. Select the event duration, date range and availability you would like to promote on your calendar.
4. To set your recurring availability, click the day you would like to edit. You can either change the interval, add a new interval, or remove all availability by making yourself unavailable.
5. Create additional questions to collect more information from students on the scheduling form (e.g. initial questions or topics).

Share a Link to Calendar

6. Locate specific links from your Event Types page. Select 'Copy Link' and paste the URL in your online course or relevant location.

Tips:

In your Event Type, Under 'Additional Options' and 'Notifications' click 'Switch to Calendar Invitations.' Events will be created in your calendar and your invitee will be added as an attendee.

View more guides at help.calendly.com

The screenshot shows the 'Create New Event Type' form in Calendly. It is divided into several sections:

- Section 1:** A button labeled '+ New Event Type' is highlighted with a red box and a callout '1'.
- Section 2:** The 'Event name *' field is highlighted with a red box and a callout '2'. Below it is the 'Location' field with a dropdown menu showing 'Add a location' and a 'Description/Instructions' field.
- Section 3:** The 'Event Duration *' section shows options for 15 min, 30 min, 45 min, 60 min (highlighted with a red box and callout '3'), and 'custom min'. Below this is the 'Date Range' section with the text 'Events can be scheduled indefinitely into the future' and an 'Edit' link.
- Section 4:** A calendar view shows availability for Monday (25), Tuesday (TODAY), and Wednesday (27). Each day has a red box around the '9:00a - 5:00p' slot, with a callout '4' pointing to the Tuesday slot.
- Section 5:** The 'Additional Options' section is highlighted with a red box and a callout '5'. It includes 'Invitee Questions' (Name, Email, Location) and 'Notifications and Cancellation Policy' (Calendar Invitations, No Reminders).
- Section 6:** The 'Individual Conferences' section shows '15 mins, One-on-One' and a 'Copy Link' button highlighted with a red box and a callout '6'.