

Signing Up for Calendly with a Stockton E-mail Address

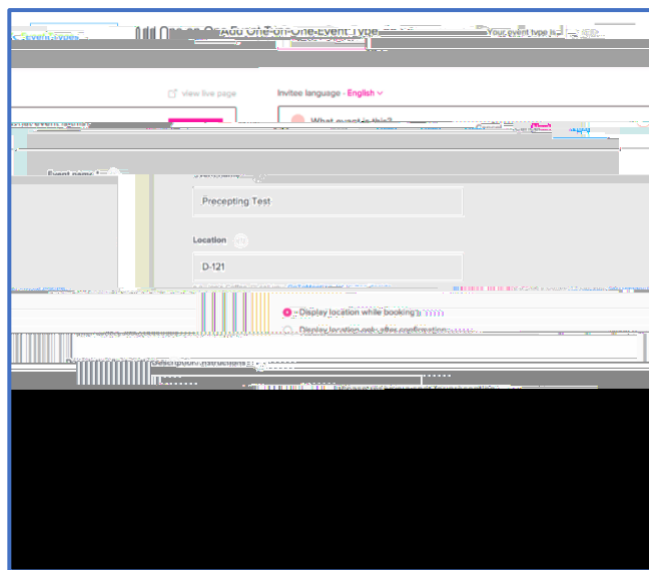
Calendly will start you off with several event sign-
specifically for precepting.

-up page



Enter the details for your event, including a name, location,
proceed.

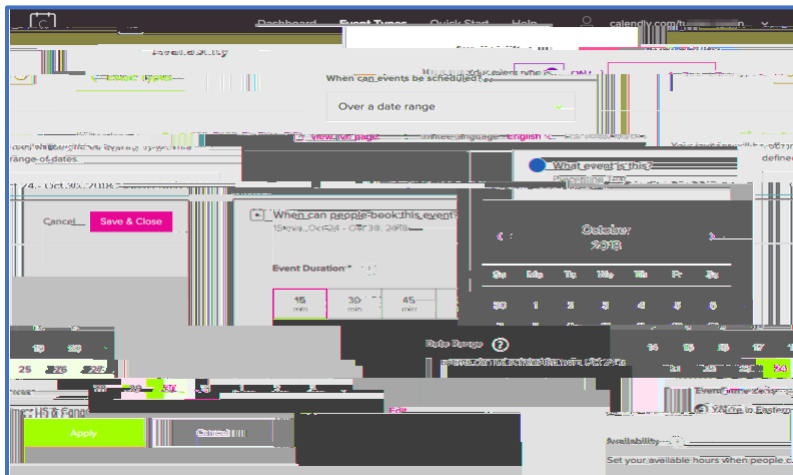
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schedule two or more advising dates
your first and last advising day

) k u
-down menu, then choose

#



Next, under Availability, click on the

For any days that fall within the date range that should not be open for appointments, make sure to click on

@ to set the availability increments. This setting controls how many appointment slots to create and operates independently of the Event Duration option. Next, choose a Minimum Scheduling Notice, this prevents appointments from being scheduled without adequate notice. If you wish to allow students to schedule appointments up until and including precepting day, set this value to 0. # V

Once an appointment has been scheduled, an Outlook event will appear in your calendar including any details entered by the invitee.

