




# Google Calendar

## Advising Appointments through TU Webmail

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 =Shortcut  =Advice  =Caution

### Introduction

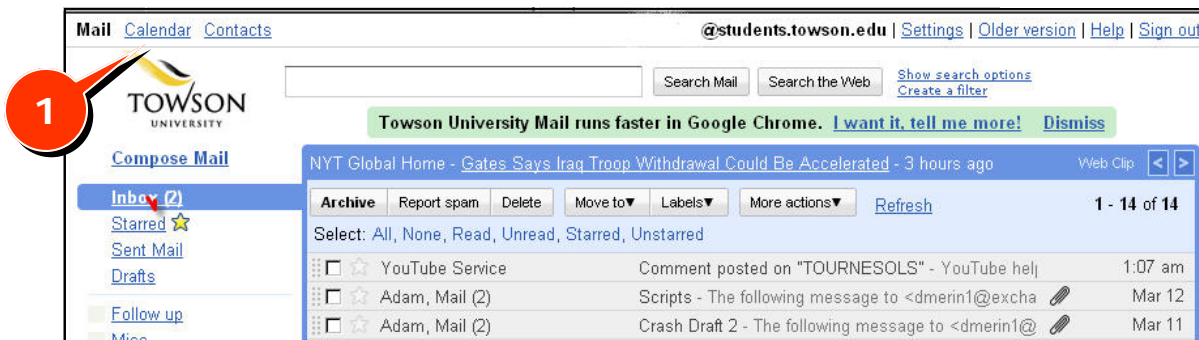
Towson University's Webmail Powered by Google allows students to access a Calendar along with their Towson Webmail. Students will be able to use Google Calendar to sign up for advising appointments by accessing the advisor's calendar and booking a meeting.

### How to Access Google Calendar

At the beginning of the advising period of the semester, you will receive an email from your advisor with information about advising and a calendar to view available office hours. The following steps describe how to make an appointment with an advisor:

1. Sign into **Webmail Powered by Google** with your TU Account.
2. Locate the **Calendar** link on the top left corner of the Webmail Page (Fig 1, 1).

Figure 1



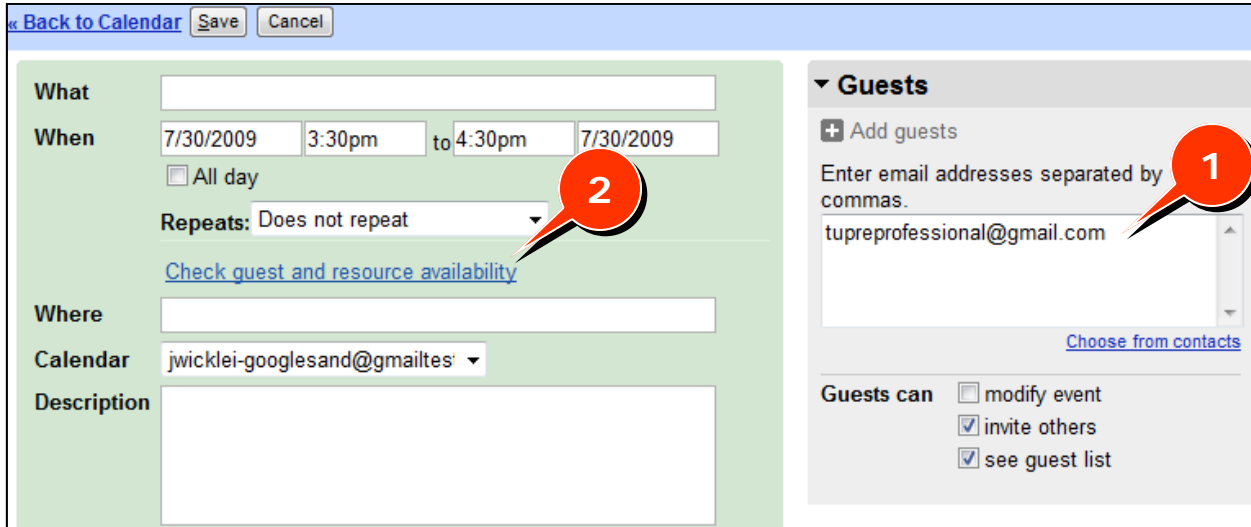
3. On Google Calendar, click **Create Event** (Fig 2, 1) on the left side of the screen.

Figure 2



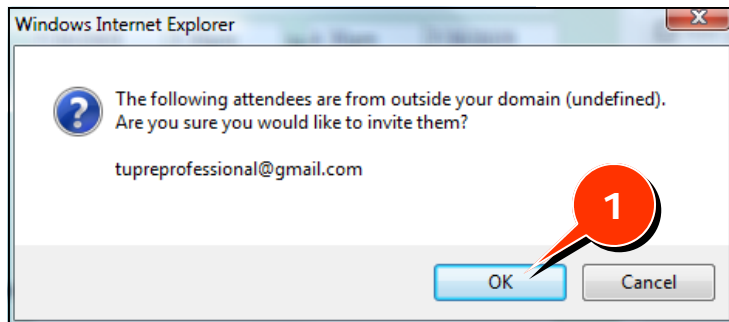
4. Enter **tupreprofessional@gmail.com** in the **Guests** section (Fig 3, 1) and click **Check guest and resource availability** link (Fig 3, 2).

Figure 3



5. A pop up will appear, click **OK** (Fig 4, 1).

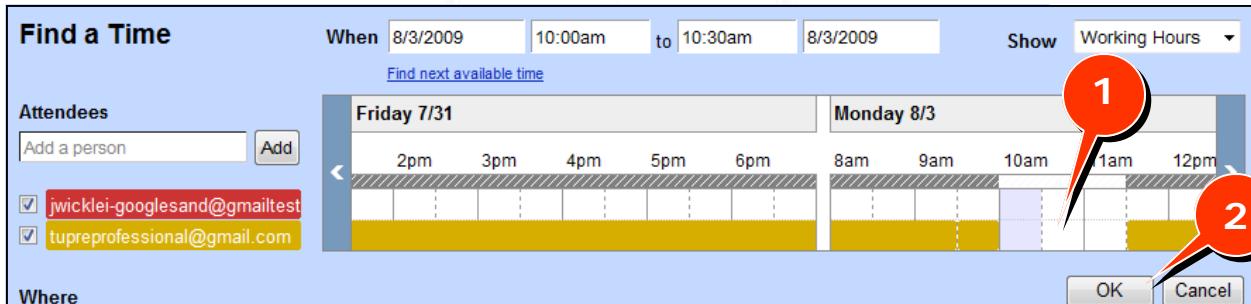
Figure 4



6. Your advisor's calendar will be marked as either busy or free. Free slots are unmarked and white on your advisor's calendar (Fig 5, 1). You can sign up for any thirty minute time period that is open. You will see both your calendar and your advisor's calendar in this view to make scheduling easier.

★ Note that you will need to manually select exactly thirty minutes.

Figure 5




7. Click the time shot you wish to schedule and click **OK** (Fig 5, 2).

8. The date and time will automatically be filled in. Enter your full name, telephone number, email address and major in the **What** box (Fig 6, 1). In case of any last minute appointment conflict, your advisor will contact you by email or telephone.

*Figure 6*

The screenshot shows the Google Calendar 'Add Appointment' form. At the top, there are buttons for 'Calendar', 'Save', 'Cancel', 'Delete', and 'More Actions...'. The form fields are as follows:

- What:** John Student 410-123-4567
- When:** 8/3/2009 11:00am to 11:30am 8/3/2009  All day
- Repeats:** Does not repeat
- [Check guest and resource availability](#)
- Where:** [Empty text box]
- Calendar:** @students.towson.edu
- Description:** [Empty text box]
- Attachment:** [Add a Google document](#)

9. Under **When**, make sure your time slot is exactly 30 minutes long (Fig 6, 2).
10. In the **Description** box, type in a short description of the nature of the advising session (Fig 6, 3).
-  Do not change any other default settings.
11. Click **Save** (Fig 6, 4). You will be asked if you would like to send invitations to guests. Always select **Send**. Your appointment has been made. Your advisor's calendar will include a busy tag next to your information (Fig 7), confirming the appointment.

*Figure 7*

