

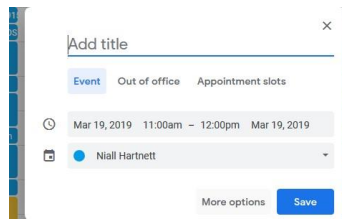
## How to Make an Advising Appointment Using Google Calendar

- 1) Open Google Calendar in your WIU Email. In the upper right of your screen find the icon that is three rows of three dots, click on that icon and it will show you a list of options. Click on the Calendar choice.
- 2) In Calendar view, go to the top left of the screen and there will be a



create button :

Please click on this! You will get a pop-up:



Click on “more options” (grey text to left of Save Button).

- 3) In the “**Add Title**” box at the top of the page type in your first & last name, WIU ID# and your phone #.
- 4) On the right, find the “**Add guests**” section. Type in [N-Hartnett@wiu.edu](mailto:N-Hartnett@wiu.edu) You will see your email and my email listed below that box.
- 5) On the left click on the “**Find a Time**” tab. Adjust day and time in upper left to find an open time. You will see a moving line in the area you are requesting. BLUE areas mean BUSY. For the time, use half hour increments for the appt. Example: 9am to 9:30am (NOT 9:15-9:45).
- 6) Click on the red “**SAVE**” at the top of the screen, and a box will appear that has “**Send Invitations ?**” click on **SEND**.
- 7) Then, once your request reaches my mailbox, I will answer YES or NO for your appointment request, depending on whether or not your day and time is still available.