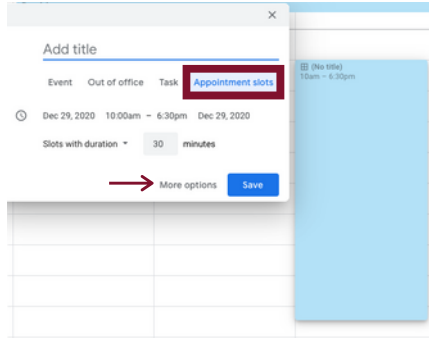


# Adding Zoom Appointments through Google Calendar

⚙️ Select a block of time and select "Appointment Slots"



⚙️ Create a title name and then select "More Options"

⚙️ Add your Personal Meeting ID into the details section of the event.

× Advising

Dec 29, 2020 10:00am to 6:30pm Dec 29, 2020 Time zone  
Slots with duration 30 minutes Does not repeat

[Event Details](#) Find a Time

Add location

Courtney Hodges

[This calendar's appointment page](#)

https://su.zoom.us/j/ [redacted] ← Your Personal Meeting ID here  
Use the above link to join the advising session at the time listed

You can find your personal zoom link under "My Profile" in Zoom!

⚙️ Select "This Calendar's Appointment Page" and share that link with your students.

This will allow them to sign up for 30-minute slots with you. The meeting will appear on your calendar once they have signed up.