

Google Appointment Slots – “How To”



- **Log in using hawaii.edu or gmail.com email addresses ONLY!**
 - If you use a different email, the appointment times will be displayed incorrectly
- **Scroll through to find available day and time**
 - **Gray Boxes = Available Appointments**
 - Click on the box you want
 - ✦ Your name should automatically show up; you can add description/ notes (staff will see this info)
 - Click “Save”

Google Appointment Slots – Tips



- * **Log in using hawaii.edu or gmail.com email addresses ONLY!**
- * If you need to cancel or change appointments:
 - Leave the sign-up page
 - Go to your own calendar
 - Delete appointment on your own personal calendar
- * Feel free to sign up for more than 1 time block
- * Do not wait until the last minute to sign up
- * Remember to show up & please show up on time