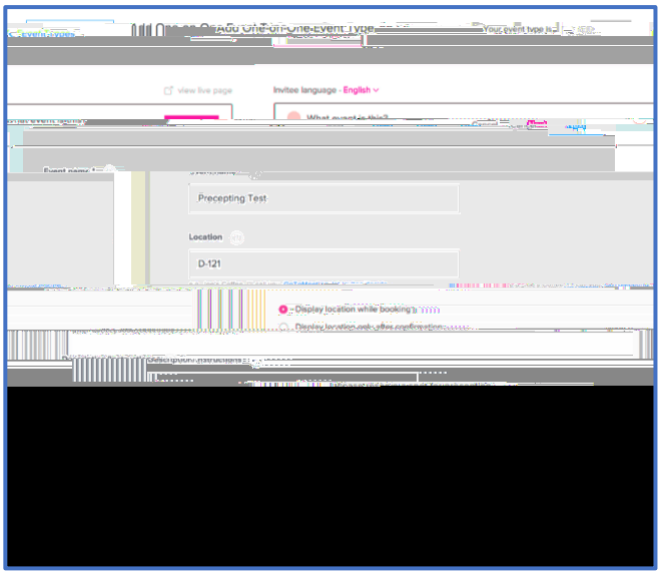
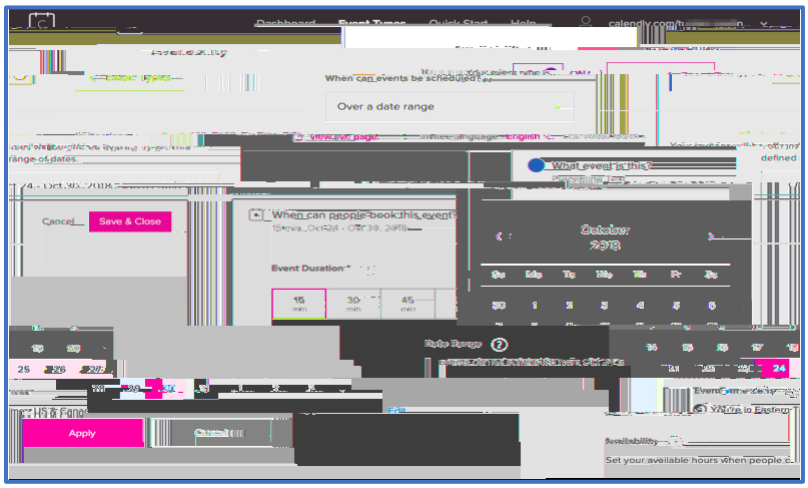
Signing Up for Calendly with a Stockton E-mail Address

Calendly will start you off with several event sign-dzLJ LJI·ƎŜăΣ ōdzǘ fŜǘǾă ōŜƎƛƴ ōè ŎƝŜI·ǘƛƴƎ I· Ŏdzăǘƨ2Ɣ ăƛƎƴ-up page specifically for precepting.

Enter the details for your event, including a name, location, I·yŘ I· ŘŜăŎƝƛLJǘƛƨƨƴ ƨƴƨŦ ǘKŜ ŜØŜƴǘǿ / fƛŎǫ ǎNŜÈǘέ ǘƨ proceed.

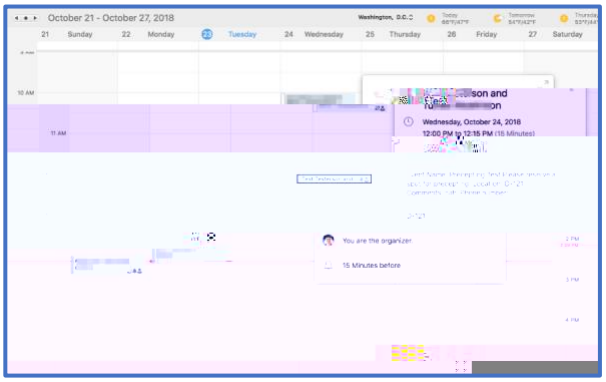


¦ yŘŜƝ ǎ ² KŜƴŎI·ƴLJŜƨLJfŜ ōƨƨǫ ǘKƛă ŜØŜƴǘKέ ŎKƨƨăŜ I·ƴŜØŜƴǘ ŘdzƝI·ǘƛƨƴΣ ǘKŜƴŜŘƛǘ ǘKŜ ǎ5I·ǘŜ wI·yƎŜέ ƨLJǘƛƨƴǿ ¢ƨ schedule two or more advising datesΣ ŎKƨƨăŜ ǎhØŜƝ I· ŘI·ǘŜ ƝI·yƎŜέ ŦƝƨƴ ǘKŜ ŘƝƨLJ-down menu, then choose your first and last advising day ƨƴǘKŜ ŎI·fŜyŘI·Ɲ ŘƛăLJfI·èŜŘ ōŜfƨǿ / fƛŎǫ ǎ ! LJLJfèέ ǘƨ LJƝƨŎŜŜŘǿ



Next, under Availability, click on the Ř l·űŜ ȅƻdzΩŃŜ ăŎKŜŘdzƭƛƴƎ űƻ Ŝăűl·ōƭƛăK ǿKl·ű KƻdzŃă ȅƻdzΩƭƭ ōŜ l·Ǿl·ƛƭl·ōƭŜφ

For any days that fall within the date range that should not be open for appointments, make sure to click on űKƻăŜ Ř l·űŜă l·yŘ ŎKƻƻăŜ ǽLΩϒ dzƴl·Ǿl·ƛƭl·ōƭŜέ űƻ Řƛăl·ōƭŜ ăƛƎƴdzLJăφ

LƴűkŜ ǽ ! Ǿl·ƛƭl·ōƛƭƛűȅέ ăŜŎűƛƻƴ Ŏƭƛŏ ƻƴűkŜ ǽ ! ŘǾl·yŎŜŘέ űl·ō 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. /ƭƛŎ ǽbŜȀűέ űƻ LJŃƻŎŜŜŘφ

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