Calendly

Easy Setup Guide

Calendly is an online platform that makes it very easy to schedule meetings. It eliminates the back-and-forth emails by allowing people to choose an available time directly from your calendar. It automatically checks your availability, prevents double-booking, and sends confirmations and reminders for both parties. Here's a quick guide to setting up a **free** Calendly account:

1. Create Your Account

- Go to **calendly.com**, and select **Get started**.
- Choose how you want to create your account:
    - **Sign up with Google** (recommended if you use Gmail)
    - **Sign up with Microsoft** (recommended if you use Outlook)
    - **Sign up with email**
- Choose your account for Google or Microsoft. Or enter your name and confirm your email if prompted to sign up with email.

2. Connect Your Calendar

- Calendly needs access to your calendar to avoid double-booking, so select your calendar provider (Google Calendar, Outlook / Office 365, or iCloud).
- Sign in and grant permission for Calendly to view your calendar. This allows Calendly to check when you are busy and automatically add scheduled meetings to your calendar.

3. Set Your Availability

- Choose when people can schedule meetings with you by selecting the days and setting start and end times. Example: Sunday 8:00 AM – 12 PM
- Click **Save**.
- Calendly will only show times when you are free.

4. Confirm Your Time Zone

- Calendly will detect your time zone automatically.
- Make sure it is correct and click **Continue**.

5. Create Your Event Type

- Click **Create** or **New Event Type**.
- Select **One-on-One**.

6. Add Meeting Details

- **Event Name** - examples: 45-Minute Meeting, Group Guide Meeting, etc.

- **Location** - choose how the meeting will happen (In-person) and offer options such as Campus Lobby, coffee shop, etc.
- **Description** – provide brief instructions for the person booking the meeting such as, "Please book a time that works for you. A calendar reminder will be sent after scheduling."
- Click **Next**.

7. Set the Meeting Duration

- Choose how long the meeting will be. Suggested: 45 minutes.

8. Save Your Event

- Click **Save & Close**.
- Your booking page is now active.

9. Share Your Booking Link

- Calendly creates a personal scheduling link that you can share by email or text.
- Example message: You can see my availability and schedule a meeting with me here: [Insert Calendly link]