

To schedule an appointment, use Google Calendar

- Go to Google Calendar <https://www.google.com/calendar>
- Log in with your MTU email account
- Create a meeting time and go into Edit Details
 - Please allow for 30 minutes for our appointment
 - *Subject: Your First and Last Name, Reason for Meeting*
 - *Location: 207 Dillman*
 - *Invite Guest (on right):* add aemonte@mtu.edu
 - + Allow me to edit meeting: select 'modify event' check box in lower right
- View my availability:
 - Use 'find a time' tab next to 'event details' at the left
 - + Not available before 8am, evenings, or weekends
 - Select a time that works for us both, click and drag on a time
 - + Arrow forward for future days/times
- Select 'Send' when asked to notify guests