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