To schedule an appointment, use Google Calendar

- Go to Google Calendar [https://www.google.com/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