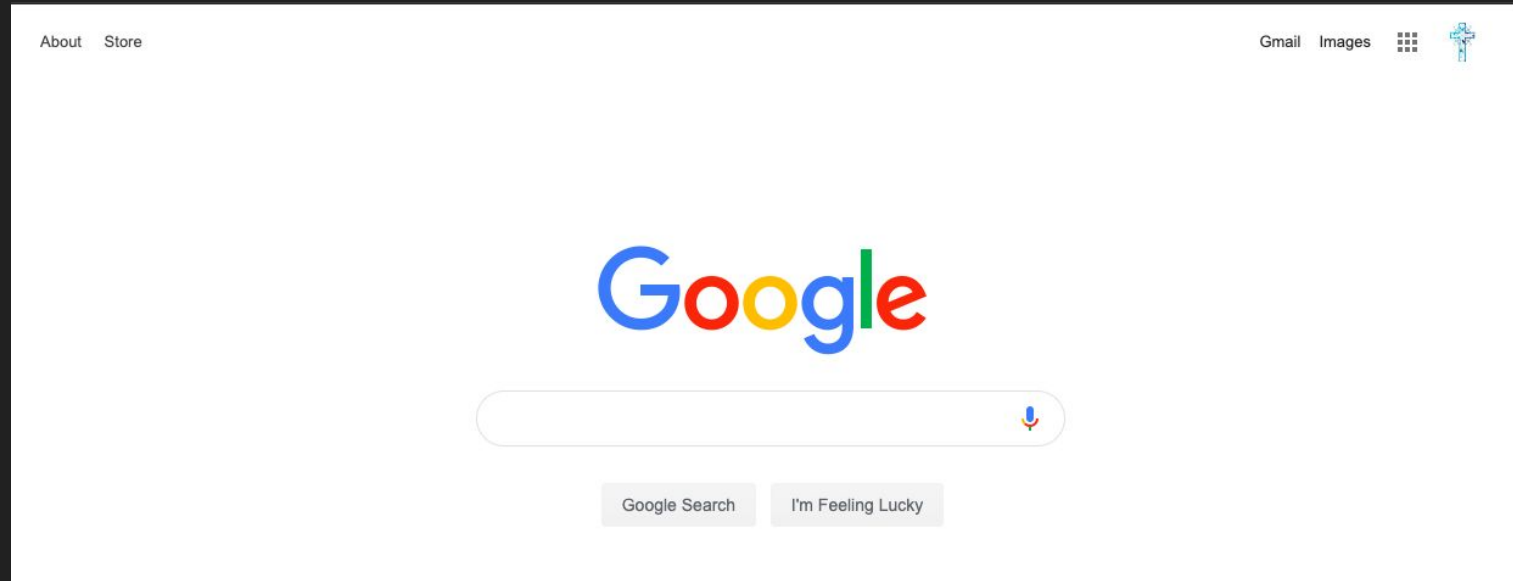
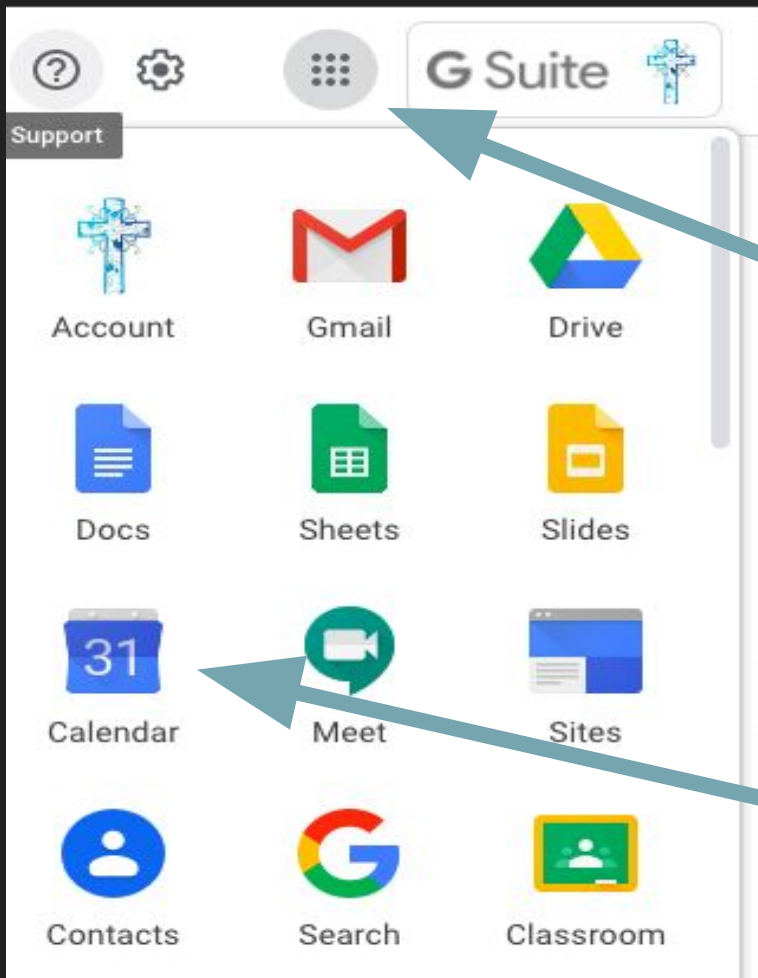


Creating Office Hours for Google Meet



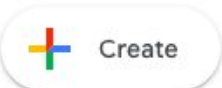
Sign into your Google Suite Account





Click on the
matrix

Click
Calendar

 Create

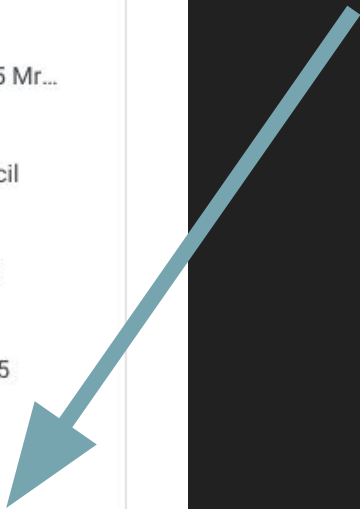
- Science Grade 5 Mrs. Adler
- Sixth Grade 3
- Sixth Grade 4
- Social Studies Grade 5 Mr...
- Spelling Mrs. Kiernan
- Student Service Council
- Tasks
- The Learning Center 1
- U.S. History 7 206
- U.S. History 7- 205 205
- U.S. History 8 203
- U.S. History 8 204

Other calendars + ^

- lizplasky@gmail.com
- My schedule
- CT Grand Assembly
- Holidays in United States

1

Click on the plus sign



Subscribe to calendar

Create new calendar

Browse resources

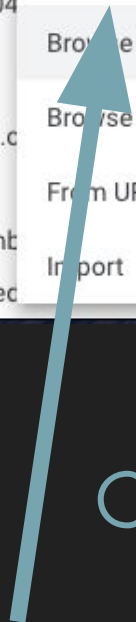
Browse calendars of interest

From URL

Import

2

Click on Create new calendar



Create new calendar

Name

Description

Time zone

(GMT-04:00) Eastern Time - New York

Owner

lplasky@smsmilford.com

Organization

Saint Mary School

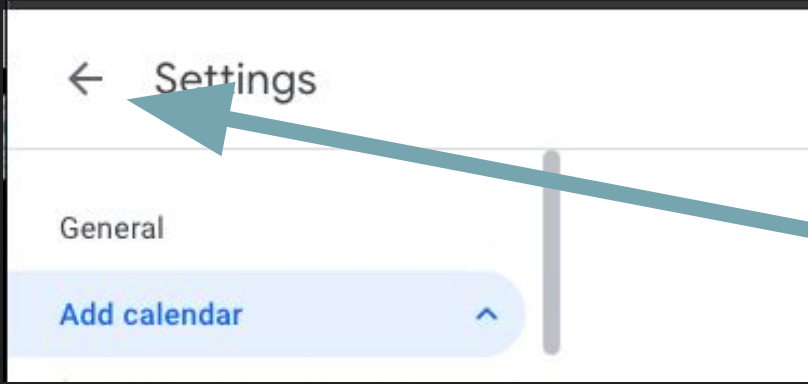
Create calendar

1

Enter a Title for
the Calendar

2

Click Create
Calendar

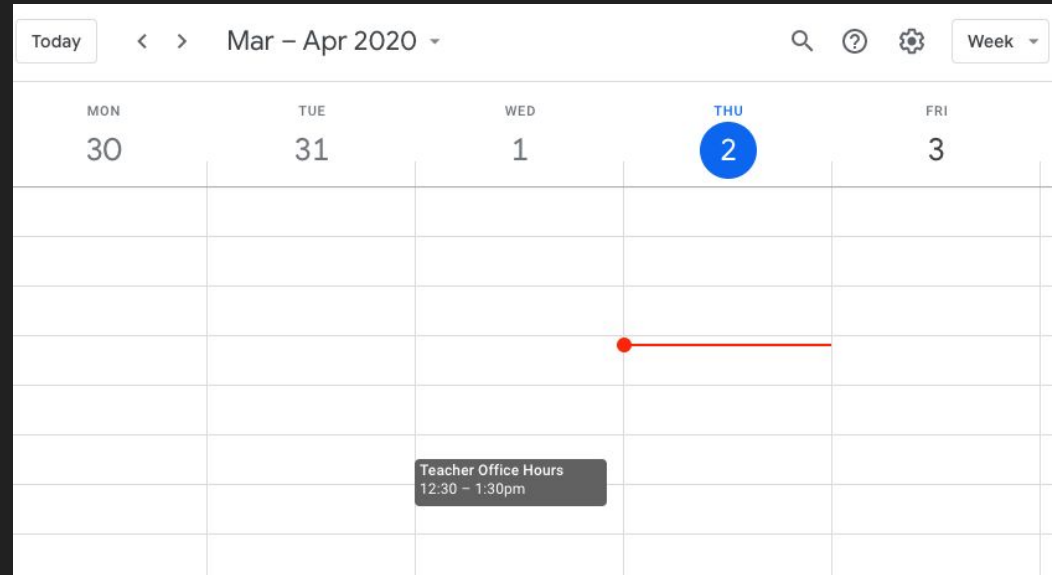


1

Click on the arrow to go back to your calendar page

2

Click anywhere on the calendar to create an event



1

Add a Title

2

Select a date and time

A screenshot of a mobile calendar application's event creation form. The form is titled "Add title" and has a close button (X) in the top right corner. Below the title field, there are three tabs: "Event" (selected), "Out of office", and "Appointment slots". The form contains several input fields: a date and time field showing "Apr 1, 2020 8:30am - 9:30am Apr 1, 2020", an "Add guests" field, an "Add location or conferencing" field, and an "Add description" field. At the bottom, there is a calendar icon, a radio button, and the text "Teacher Office Hours" with a dropdown arrow. To the right of this are "More options" and a blue "Save" button. Four teal arrows point from numbered callouts to specific parts of the form: arrow 1 points to the title field, arrow 2 points to the date and time field, arrow 3 points to the "Teacher Office Hours" dropdown, and arrow 4 points to the "Add location or conferencing" field.

4

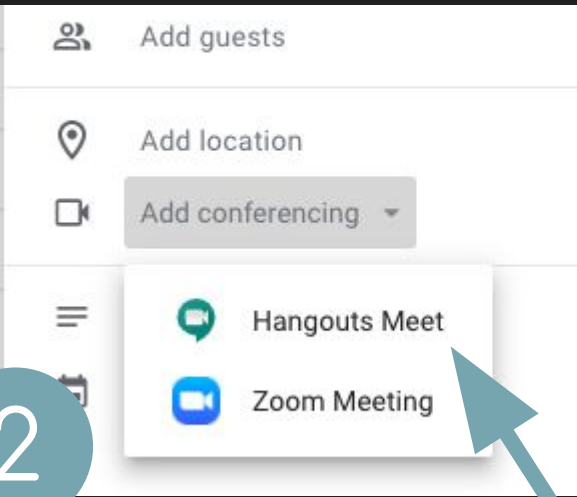
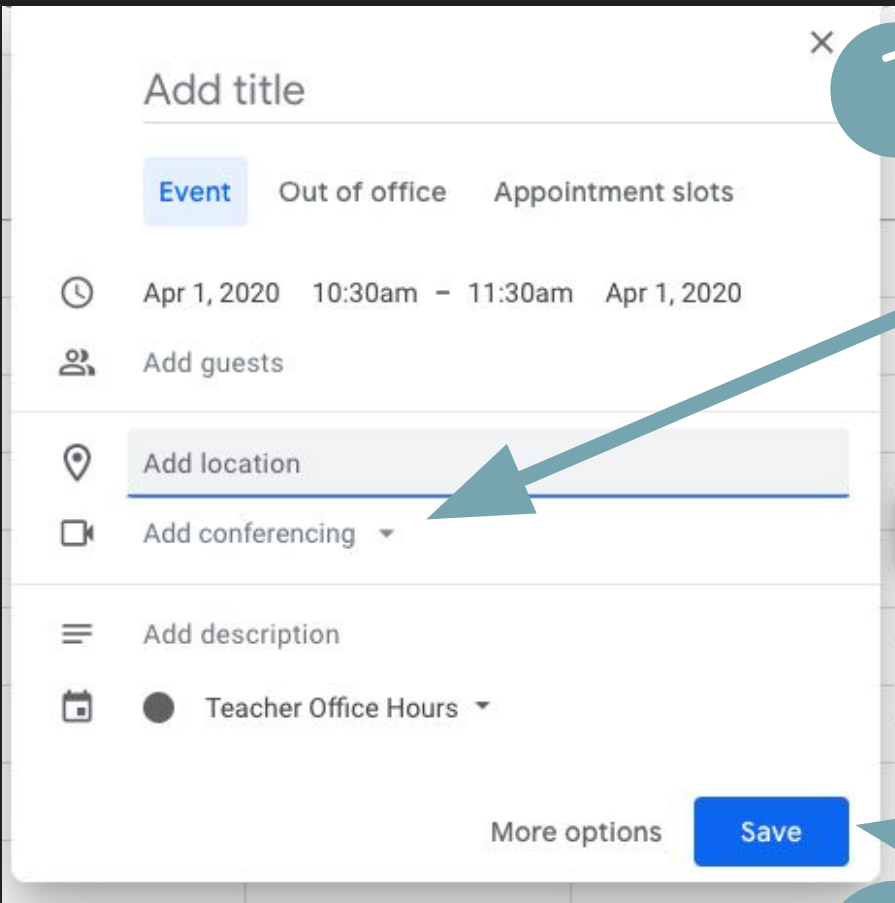
Click Add location or conferencing

3

Click to make sure your office hour calendar is selected

1

Click Add Conferencing



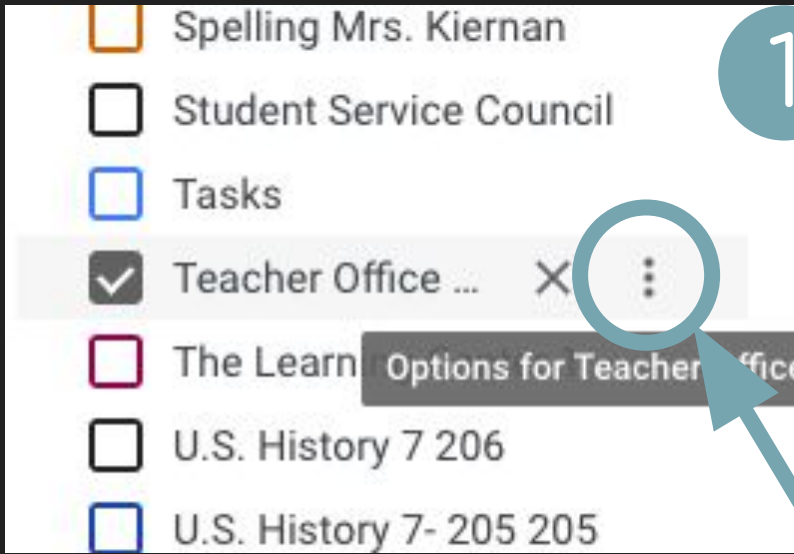
2

Click Hangouts Meet

3

Click Save

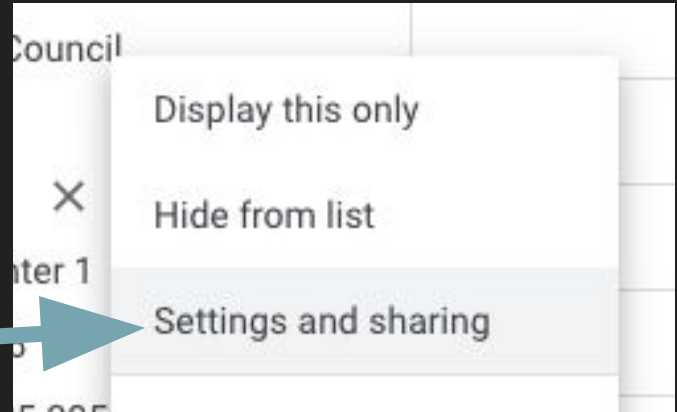
Save

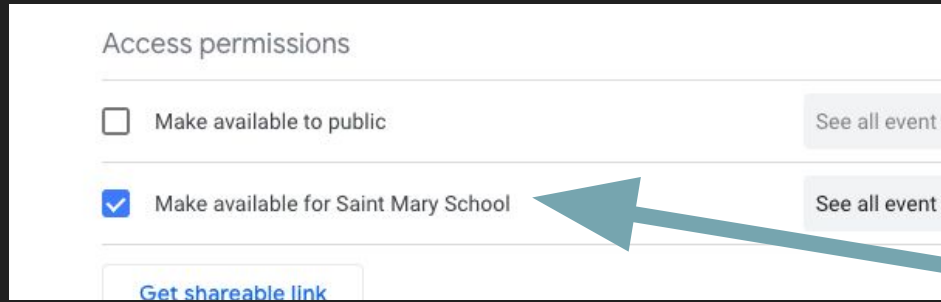


1 On the left hand side of your screen, where all your calendars are listed Click the 3 dots next to your Office Hours calendar.

2

Select Settings and sharing





1

Scroll down to make sure the calendar is visible to everyone in your domain only.

Your Office Hours Calendar is set up. See “How to Share Your Online Office Hours on Google Classroom” to allow your students to participate in office hours.