

~~~~~  
**Signing Up for Office Hour Appointments:**  
~~~~~

I use a Google calendar system for my office hour appointments. To find an available meeting time and sign up for an appointment:

1. Point your Web browser to <http://calendar.google.com>
2. Log is as "LevittOfficeHourAppointments" Password: "OrgDesign241" (case sensitive)
3. Advance to the week you are looking for.
4. Look for blocks of OFFICE HOURS [colored blue] for that week, if any. Create a new office hour appointment of up to 20 minutes with me by clicking in the time slot that you would like to reserve alongside any of my posted "OFFICE HOURS" time blocks shown in blue and typing your "Name, Email address" in the "What" space (providing your email address will allow me to contact you in the event I need to cancel).

NOTE: The default "new calendar event" in Google Calendars is set to one hour; so after creating the event, you should "edit event details" to set the meeting up for an open time slot (i.e., a time during office hours that no one else has reserved yet) for a maximum duration of 20 minutes. Then click on the save button to reserve this time.

5. **PhD Students or Postdocs** can sign up in **Phd OFFICE HOURS** slots [colored blue] for appointments of **30 minutes**. If any PhD OFFICE HOURS slots are still open after 8PM the previous evening, others can sign up for those slots.
 6. Obviously you should not delete or modify any existing student office hour appointments. Since other students should have posted their email addresses, you may negotiate with them to share or swap office hour times.
 7. If all the office hour times are filled for the week/s in which you would like to meet, please email me and I will do my best to schedule additional office hours.
 8. If you cannot make a scheduled meeting for any reason, please be sure to cancel your scheduled appointment in the Google Calendar, or call me at 650-723-2677 to do so.
- ~~~~~