Introduction

This guide is a companion to the LibCal Appointments customization steps. With this guide, you will be able to update Outlook account settings for receiving consultation meetings on your outlook calendar, update your available hours for LibCal Appointments, learn about several options available to promote the LibCal Appointments service, and learn how incoming appointment requests will be received by the subject specialist.

Subject Specialists: https://www.library.illinois.edu/geninfo/subject-specialists/

LibCal Appointments login: https://uiuc.libcal.com/admin/appointments

Rather than create step-by-step instructions, we’ve outlined a series of tasks to set up and share your calendar with links to the detailed instructions from Springshare.

These include:

- Set up Outlook calendar integration
- Choose your availability
- Select appointment settings
- Set up your appointment booking form
- Set notification preferences
- Share your calendar
- Receive and change appointments
**Set up Outlook Calendar Integration**

**Get full instructions from Springshare**

LibCal can read your Outlook calendar and use this information to share your availability on your public calendar.

Get started at LibCal > Appointments > Integrations > Outlook/Exchange Settings.

Note: If you have shared calendars in Outlook, make sure you’ve selected the calendar that is just your name.

**Choose Your Availability**

**Get full instructions from Springshare**

Tell LibCal what times you want to be available for appointments (unless you are already scheduled in Outlook).

Get started at LibCal > Appointments > Availability.

Choose a start and end time, and how often that availability should repeat.

For example, you may say you’re available from 10-12pm Mondays, Tuesdays, and Fridays, every week by choosing to repeat weekly and selecting those days (as in the example to the right).
Select Appointment Settings

Get full instructions from Springshare

Use LibCal > Appointments > My Settings to specify:

- How long appointments should last (duration)
- How long you want to have between concurrent appointments (padding)
- How far out patrons must book or cancel their appointment
- How far out they can schedule an appointment (booking window)

Set Up Your Appointment Booking Form

Get full instructions from Springshare

By default, patrons will be asked to include their name and email when they make an appointment.

You can also choose to ask them to include other information through LibCal > Appointments > My Settings > Appointment Form Questions

Set Notification Preferences

Get full instructions from Springshare

In your appointment settings at LibCal > Appointments > My Settings you can also choose whether patrons receive a reminder email about their appointment, and when they receive the reminder.

Further down the page, you can make specific updates to their confirmation and reminder emails to include important information, such as where patrons should plan to meet you.
Share Your Calendar

Set a friendly URL for your appointment book page using the settings in LibCal > Appointments > My settings.

Once your calendar is set up, a link to the scheduler will appear with your contact information on your contact page on the library website.

Receive and Change Appointments

Get full instructions from Springshare

When someone schedules an appointment with you, you’ll get an email from alerts@mail.libcal.com, with the information the patron provided on the booking form.

The appointment will be automatically added to your Outlook calendar.

You’ll also receive an email if the patron cancels their appointment.

If you need to cancel or change an appointment, go to LibCal > Appointments > My Appointments.

Deleting the appointment from your Outlook calendar will not cancel it for the patron.