

Getting Started with Calendly : Agent Guide

In this walkthrough, we will be setting up an online calendar with Calendly and syncing it with your Google bhhsflpg.com account.

Step One

From your favorite web browser (IE, Edge, Chrome, Safari) visit <https://calendly.com/signup>

Step Two

Enter your bhhsflpg.com email address in the email field and press Get Started



Sign up with Calendly for free

Enter your email to get started.

Get Started

Already have an account? [Log in.](#)


Step Three

On the next page, you will be asked to sign up with your google account. Click Sign up with Google.



Hi servicedesk@bhhsflpg.com!

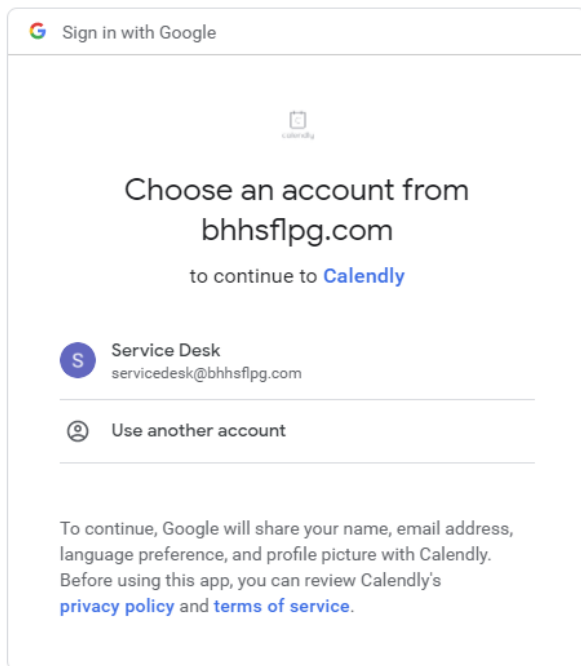
The easiest way for you to sign up is with Google.
This will automatically connect your calendar so you
can start using Calendly right away!

 Sign up with Google

Prefer to create an account with a password?
[Click here.](#)

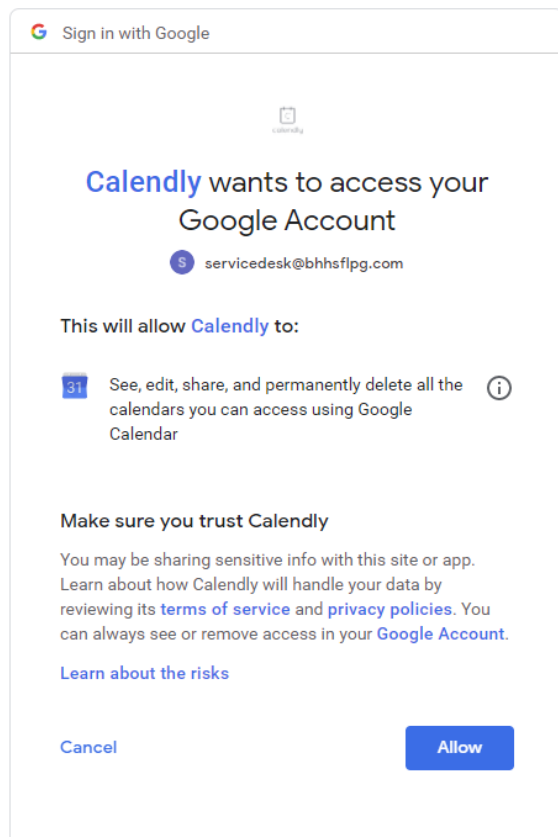
Step Four

Select your bhhsflpg.com account to confirm the account sync with Calendly.



Step Five

You will then need to grant permissions for the Calendly App to access your Gmail Account. Click Allow.




Step Six

On the next screen you will need to select your preferred URL that your audience will be able to access to view your online calendar. Click continue when you are done.

Welcome to Calendly!

We take the work out of connecting with others so you can accomplish more.



Create your Calendly URL

Choose a URL that describes you or your business in a concise way. Make it short and easy to remember so you can share links with ease.

calendly.com/

bhhs**servicedesk**

✓

Time Zone

Eastern Time - US & Canada (11:06pm) ▾

Set up later


Continue

Step Seven

You will receive confirmation that your calendar is successfully connected if the information you have provided is correct. Click the Continue button.

Your Google Calendar's connected!

Calendly will auto-check your calendar for busy times and add new events as they are scheduled.



Here's how Calendly will work with servicedesk@bhhsflpg.com...

1

We'll check "**servicedesk@bhhsflpg.com**" for conflicts

Edit

2

We'll add events to "**servicedesk@bhhsflpg.com**"

Edit

Set up later


Continue

Step Eight

Set up your availability. This will be your working hours that you wish to display on your Calendly online calendar. You can perform an advance tweaking of your availability after you have completed the general account setup. Click the Continue button when you are done.

Set your availability

Let Calendly know when you're typically available to accept meetings.



Available Hours

09:00am

—

05:00pm

Available Days

☐ Sundays

☒ Mondays

☒ Tuesdays

☒ Wednesdays

☒ Thursdays

☒ Fridays

☐ Saturdays

🔗 Don't worry! You'll be able to further customize your availability later on.

Set up later


Continue

Step Nine

Select the job role that best fits your position. If you do not see your job role listed, select other and then click finished.

Personalize your experience

Tell us about your role at work. This will help us to provide a tailored support experience.



What is your day-to-day role at work?

☐ Education

☐ Sales + Marketing

☐ Customer success + Account Management

☐ Interview Scheduling

☐ Freelance + Consultant

☐ Leader + Entrepreneur

☒ Other

Finish

Step Ten

At this point you have completed the general setup for your new Calendly account. Now you can use the Getting Started Guide to customize your calendar, adjust your availability, obtain you calendar links, or schedule a meeting.

