

Getting Started with Calendly : Staff Guide


In this walkthrough, we will be setting up an online calendar with Calendly and syncing it with your Office 365 bhhsflpg.net account.

Step One

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

Step Two

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




Sign up with Calendly for free

Enter your email to get started.

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

Step Three

Enter your Full Name in the Name field and create a password at least characters. We recommend that you choose a strong password with a combination of at least 1 uppercase letter, 1 lowercase letter, numbers, and a special character such as a # or & sign. Click Continue when you are finished.



Sign up with Calendly for free

Enter your email to get started.

Enter your full name.

Choose a password with at least 8 characters.

Step Four

Next you will need to confirm your email address. Check your bhhsflpg.net email for you confirmation email from Calendly.




Before continuing, we need to verify your email address. Please check your inbox for a confirmation link.

If you do not receive the email at **tgonzalez@bhhsflpg.net** within an hour, we can [resend it to you](#).

Step Five

In the confirmation email, click on the Confirm My Email link. You will then be redirected to the Calendly login page.

To Tiffany Gonzalez

 If there are problems with how this message is displayed, [click here to view it in a web browser](#).
[Click here to download pictures](#). To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Your email address tgonzalez@bhhsflpg.net has been registered for an account at Calendly. To confirm your email address, please click the link below.

[Confirm My Email](#)

Or copy and paste this URL into your browser:

https://calendly.com/users/confirmation?confirmation_token=hQVYHtV6D8xotoMpEdGz

If you did not make this request, you can safely ignore this message.

Thanks!

The Calendly Team

Step Six

Re-enter your email address at the login screen and then click next.



Log into your Calendly account.

Enter your email to get started.


email address

[Continue](#)

Don't have an account? [Sign up](#).

Step Seven

Enter the secure password you had created at signup and then click the Log In button.



Welcome back, tgonzalez@bhhsflpg.net!
([This is not me.](#))

Enter your password.

.....

Log In


I forgot my password. Please [send me a recovery email.](#)
Don't have an account? [Sign up.](#)

Step Eight

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/ tgonzalez-bhhssupport ✓

Time Zone

Eastern Time - US & Canada (08:31pm) ▾

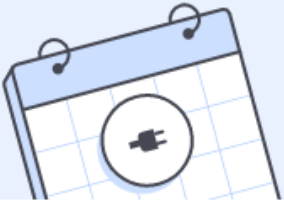
Set up later Continue


Step Nine


From the Connect your calendar page, select the option for Microsoft Office 365 Calendar. You will then be prompted to enter your Microsoft Office 365 credentials. This will be your bhhsflpg.net email address and your windows password that you currently use to login to your Berkshire workstations with. Click the Sign In button when you are done entering your password.


Connect your calendar


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






Google


 **Google Calendar**
Gmail, G Suite



Microsoft

 **Office 365 Calendar**
Office 365, Outlook.com, live.com, or hotmail calendar

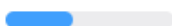
 **Exchange Calendar**
Exchange Server 2013, 2016, or 2019

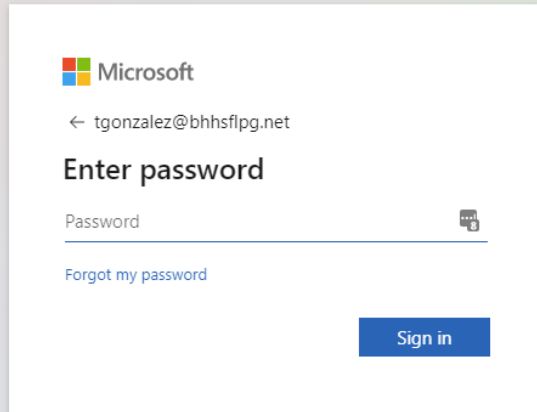
 **Outlook Plug-In**
Outlook 2007, 2010, 2013 or 2016 with Windows XP, Vista, 7, 8, 8.1 or 10.


Apple

 **iCloud Calendar**
Default calendar for all Apple products.

[Continue without calendar](#)






Microsoft

← tgonzalez@bhhsflpg.net

Enter password

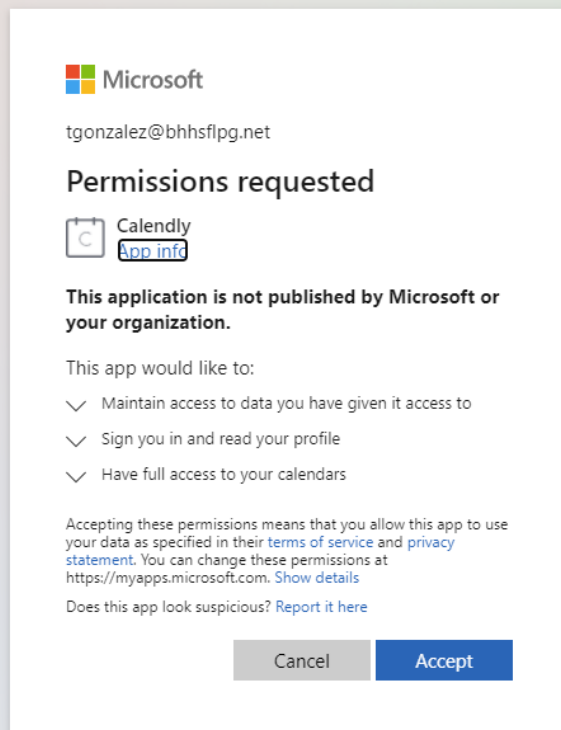
Password 

[Forgot my password](#)

[Sign in](#)

Step Ten


You will then need to grant permissions for the Calendly App to access your Microsoft Office 365 Calendar. Click Accept



Microsoft

tgonzalez@bhhsflpg.net

Permissions requested

 Calendly [App info](#)

This application is not published by Microsoft or your organization.

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Sign you in and read your profile
- ✓ Have full access to your calendars


Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

[Cancel](#) [Accept](#)


Step Eleven

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

 calendly

Your 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 tgonzalez@bhhsflpg.net...

- 1 We'll check "Calendar" for conflicts [Edit](#)
- 2 We'll add events to "Calendar" [Edit](#)

Set up later

Continue


Continue without calendar

Step Twelve

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 Thirteen

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 Fourteen

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.

