# **techsoup** GLOBAL NETWORK

This tech recipe was made possible by a generous grant from the Truist Foundation.

# Tech Recipe: Using Google Workspace to Schedule and Coordinate Food Pickup Appointments



Do you need to help your clients schedule food pickups online?

There are many online scheduling tools you can use to **let your clients decide when to pick up food** at a time that works best for them. This can help clients avoid long lines waiting at food banks and pantries while also helping you predict the busiest times for your organization.

Google Workspace makes it easy to schedule and coordinate food pickup appointments online. This tech recipe will teach you how to **create a new appointment schedule calendar in Google Calendar** so you can manage your food pickup schedule efficiently.

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## Who This Guide Is For 📑

This guide is aimed at anyone wanting to learn how to use Google Workspace to create an online appointment schedule calendar to coordinate food pickups for clients.

- It's perfect for anyone who is new to Google Workspace. Even if you have intermediate or advanced knowledge of Google Workspace, you'll likely also learn some useful tips and tricks.
- Are you new to online booking calendars? This guide will show you all the steps to take to create a new appointment schedule calendar using Google Calendar.
- Are you experienced in manually creating food pickup bookings for your food security organization? This guide can help show you how to start using a digital calendar to schedule and coordinate food pickup appointments.

# Objectives 🎯

You'll learn how to

- Create an individual user account in Google Workspace
- Create a new appointment schedule calendar in Google Calendar (for scheduling food pickups)
- Send an invitation to clients for scheduling a pickup

**Need Google Workspace?** Google Workspace for Nonprofits is available to TechSoup members. Visit <u>the program page on TechSoup</u> today to get started.

# Step-by-Step Guide 🧩

Google Workspace is a collection of cloud computing, productivity and collaboration tools and apps. One of its many applications is to create an appointment schedule calendar that can be shared online and used to schedule and coordinate food pickup appointments.

To use Google Workspace, you'll need to have a standard Google for Nonprofits account.

To use Google Calendar to create a new appointment schedule, you'll need a Google for Nonprofits license.

Before you begin this tech recipe, you'll need to:

- Create an admin account in Google Workspace
- Sign in to your Google Workspace admin portal

#### Create a New User in Google Workspace

The first step in scheduling and coordinating client food pickup appointments is to create a new user in Google Workspace for your food security organization (or for your particular food bank or food pantry location if you have several different ones).

**To get started** creating a new user in Google Workspace, you'll first need to be logged in to your <u>admin.google.com</u> admin account.

#### To create a new user, click Directory.

Admin console ×	+		· · · · · · · · · · · · · · · · · · ·
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= 💽 Admin	Q Search for users, groups or settings		ф 8 @ III K
Home     Directory     Devices	(logo) Contoso Welcome to the Google Workspace Admin C	Console	Enable advanced mobile management Protect Google Workspace data with strong device controls      LEARN MORE SKIP
Apps	💪 Users 🛛 Manage 🔿	Billing Manage ^	
Billing     @ Account     Show more	Active Deleted 1 2 Add a user Delete a user Update a user's name or email Create an alternate email address (email alias)	Manage subscriptions Payment accounts Get more services	Tools         Image: Cools and the second of the second o
	G Product updates View all ^	S Domains Overview ^	

Click  $\ensuremath{\textbf{Users}}$  from the dropdown menu that appears below Directory.

= 💽 Admin	Q Search for users,	groups or settings	
<ul><li>in Home</li><li>✓ △ Directory</li></ul>	Add logo Welcome to t	he Google Workspace Ad	dmin Console
Users (m) Groups	<u>උ</u> Users	Manage	∽ 🖹 Billing
Organizational units	Active 1	Deleted	Manage subs
Buildings and resources	Add a user		Payment acco
Directory settings	Delete a user		

Click Add new user.

≡	💽 Admin	Q Search for users, groups or settings	
â	Home	Users	
0	Directory	Users   Showing all users Add new user	Bulk update users Do
	Users		built apoulte abord
	Groups	+ Add a filter	
	Target audiences	□ Name ↑	Email
	Organizational units	Kevin Mulhall	kmulhall@gworktest.org
•	Buildings and resources		Kindman@gworktest.org
	Directory settings		

An Add new user page appears. Fill out the required user information fields for **First name**, **Last name**, and **Primary email**.

Add new user		0	) не
User Information  First name*  First name*  First name*  First name*  Build be each the user signs in with  Secondary email  An email (like a personal email) where you can send the user initial sign-in instructions  Phone number			
Manage user's password, organizational unit, and profile photo ~ CANCEL AD	DD NEW USER		

*Tip:* You may want to use a naming convention when you create a new user, particularly if you have more than one food bank or food pantry location. In this example, we have provided the first name as Owasso (indicating the food bank's location), and Foodbank as the last name. We provided the email address for that particular food bank location so that they will receive any appointment notifications.

User List - Admin Console	× +				
$ ightarrow {f C}$ $ ightarrow$ admin.goo	ogle.com/u/0/ac/users		<u>ٹ</u> گ	2 🖈	
Add new user					() не
	User Information				
	First name * Owasso	Last name * Foodbank			
	Primary email * owassofb	@ gworktest.org			
	This will be the email the user signs in with Secondary email	Phone number			
	An email (like a personal email) where you can send the user initial sign-in instructions Manage user's password, organizational unit, and profile photo ~				
		CANCEL ADD NEW USER			

#### Click ADD NEW USER.

User List - Admin Console	× +			
→ C	gle.com/u/0/ac/users		_0 ☆	* 🗆
Add new user				() HE
	User Information			
	First name * Owasso	Last name * Foodbank		
	Primary email * owassofb	@ gworktest.org		
	This will be the email the user signs in with Secondary email	Phone number		
	An email (like a personal email) where you can send the user initial sign-in instructions			
	Manage user's password, organizational unit, and profile photo 🗸	CANCEL ADD NEW USER		

Your new user has now been created, and you'll see a screen confirming this. You can view your username and password on this confirmation screen. This is an example of what your new user screen will look like.



*Tip:* It can take up to 24 hours before your new user can start using their Google Workspace account, although in most cases it should just take a few minutes. You may want to copy and save the username and password details.

Click **DONE**. Your new user will now be assigned licenses based on your current subscriptions.

Owasso Foodbank Username: owassofb@gworktest.org Password: ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●		• •	読
instructions I provide a link to set the password and sign-in to Google Workspace D SEND	<b>8</b> ****		
will be assigned licenses based on your current subscriptions. View billing	DONE		

A **Copy password** pop-up appears, prompting you to share the username and password information with your new user so that they can sign in. Click **DONE**.



Now click the new user account that you've created (e.g., Owasso Foodbank) to bring up all the settings for that account.

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÷	→ C  admin.google.com	/u/0/ac/use	ers					Δ¢	•		• E
=	🔿 Admin	Q S	Search for users, groups or settings				Ĺ	1 8	0		К
Â	Home	Users									
• 8	Directory	1	Hears I Showing all users Add rowuser	Rulk undete usere Devuel	and uppers More entione	-					
	Users		Osers   Showing an users Add new user	buik update users Downin	ad users more options						
	Groups		+ Add a filter								
	Target audiences		□ Name ↑	Email	2-step verification enrollment	Status		Last sign in			
	Organizational units		Kevin Mulhall	kmulhall@gworktest.org	Enrolled	Active		2 weeks ag	10		
	Directory settings		Owasso Foodhank	owassofb@gworktest.org	Not enrolled	Reset password	Update user	More o	ptions	•	
	Directory sync BETA		Charles I Charles								
• [0	Devices										
· III	Apps										
· 🗆	Billing										
, @	Account										
C	Show more										

You can view and edit any information related to this new user account. That includes resetting the password, uploading a profile photo, adding alternate emails, etc.

📀 Owasso Foodbank - Admin Co 🗙	+		~
$\leftarrow$ $\rightarrow$ C $\oplus$ admin.google.co	m/u/0/ac/users/2w5ecyt1cxf6qu		0 🖈 🌲 🖬 🔣 🗄
= 💽 Admin	Q Search for users, groups or settin	igs	¢ 8 ⊘ <b>≣ K</b>
Home	Users > Owasso Foodbank		
- 2 Directory	Owasso	Storage use and settings for Owasso Foodbank	
Users	Foodbank	Total Used 🔥 🙀 🤧	
Groups	owassofb@gworktest.or	Obytes Drive Gmail Photos	
Target audiences	Active	o bytes o bytes	
Organizational units	Last sign in: Hasn't signed in Created: Sep 19, 2022	Storage limit         Storage limit for user           Inherited from "Contoso"         OFF	
<ul> <li>Buildings and resources</li> </ul>	Organizational unit		
Directory settings	Contoso	User information	~
Directory sync BETA	RESET PASSWORD		
Devices		This user profile is incomplete. Add contact information for Owasso, like a secondary	
Apps	OPDATE USER	email address and a phone number.	
• 🗄 Billing	UPLOAD PROFILE PHOTO	User details	
Account	ADD ALTERNATE EMAILS	Security	~
Show more	ADD TO GROUPS	2-step verification: OFF Application-specific password Connectu	ed applications
	EMAN		

*Tip:* For security purposes, you may want to consider turning on two-step verification.

Create a New Appointment Schedule Calendar in Google Calendar

Once you've created a new user account in Google Workspace for your food bank or food pantry, you can move on to creating a new appointment schedule calendar in Google Calendar so that clients can make online appointments for food pickups.

**To get started**, use your newly created Google Workspace account for your food bank or food pantry (in this example, we created an account for Owasso Foodbank).



Click the **Google apps** icon, scroll down, and click **Calendar**.

			Gmail Image	•
		Account	Gmail	Drive
		Docs	Sheets	Slides
oogie	¢	[31] Calendar	Chat	Meet

Click Create. Then click Appointment schedule.

= 😰 Calendar	Today	< > Sej	otember 2022		
+ Create -	GMT-04	sun 18	19	TUE 20	
Event 💮	>				
Focus Time	S				
Out of office	3 8 AM				
Working location	10 9 AM				
Тарк	17				
Appointment schedule	10 AM				
2 3 4 5 6 7	8 11 AM -				
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A **BOOKABLE APPOINTMENT SCHEDULE** page appears.



To name your bookable appointment schedule, click the Add title field and type the name of your schedule (e.g., Food Bank Weekend Pickup).



To set how long each appointment should last at your food bank or food pantry, under **Duration**, click the default **30 minutes** to change the duration. You can select from a range of preset durations, or you can customize the duration.

*Tip:* Based on feedback from food banks, it's recommended that you set around 15 to 30 minutes for each food pickup appointment, along with a buffer time before, after, or both.

	BOOKAB	LE APPOINTMENT SCHEDULE				
	Food	Bank Weekend Pic	k Up		SUN	MON
۲	Appoin How Ion 30 minu	ntment duration g should tach appointment last? utes 🚓		GMT-04 8 AM	18	19
0	General Set whe will prev	a availability n you're regularly available for appo ent any conflicts on the same cale	ointments. Calendar ndar. <mark>Learn more</mark>	9 AM		•
	Repeat	weekly 👻		10 AM		
	Sun	Unavailable	$\oplus$	11 AM		
	Mon	9:00am – 5:00pm		12 PM		

**To set general availability** for your food bank or food pantry (the times when your food bank or pantry is open and when clients can schedule food pickup appointments), edit the open days and times under **General availability**. You can customize this to your particular food bank or food pantry's open hours.

To set certain days as unavailable for food pickups, click the O Unavailable all day icon next to the corresponding day of the week.

0	Genera Set when will prev	al availability n you're regular rent any conflic	rly avai ts on th	lable for appo he same caler	intment	ts. Cal	endar ore	9 AM		
	Repeat	weekly 👻						10 AM		
	Sun	Unavailable	е			$\oplus$		11 AM		
	Mon	9:00am	-	5:00pm	B	Ð		12 PM		
	Tue	9:00am	-	5:00pm	ailable :	al day		1 PM		
	Wed	9:00am	-	5:00pm	$\oslash$	$\oplus$		2 PM		
	Thu	9:00am	-	5:00pm	$\oslash$	$\oplus$		3 PM	•	
	Fri	9:00am	-	5:00pm	$\oslash$	÷		4 PM		

*Tip:* By editing the *Scheduling window options*, you can limit the time range that appointments can be booked. That includes how far in advance bookings can be scheduled (for example, 60 days) and the minimum time (in hours) before the appointment starts that bookings can be made (such as 4 hours). You can edit and customize these default setting

options, depending on your organization's needs, capacity, supply chain considerations, and so on.



**Tip:** You can also edit the **Adjusted availability** settings and change the times your food bank or food pantry is available on specific dates. This may be useful for specific dates like holidays when you may want to limit your normal opening hours.



You can edit the **Booked appointment settings** to add a buffer time and to change how many booked appointments can be scheduled in a day.

**To add a buffer time between appointments,** click the box below **Buffer time** to add a buffer time, which you can adjust and set to hours or minutes as needed. In this example, we added a 30-minute buffer time.

	Change a date's availability	12 PM -	
Ø	Booked appointment settings Manage the booked appointments that will appear on your A calendar	1 PM	_
	Buffer time Add time between appointment slots	2 PM -	
	✓ 30 minutes :	3 PM -	-
	Maximum bookings per d y	4 PM	
	day	5 PM	
		6 PM	
<b>\</b> .	Color 🔵 🔻	7 PM	

**Tip:** Adding a buffer time is considered best practice for food pickups since there can be delays caused by clients arriving late or food being incorrectly packaged and so on. A 15- to 30-minute buffer time is recommended.

Once you're finished customzing the appointment schedule, click Next.



A new **BOOKABLE APPOINTMENT SCHEDULE** pop-up window appears, where you can edit and customize more settings. This includes the booking page photo and name, location and conferencing, and description.

	BOOKABLE APPOINTMENT SCHEDULE			
	Food Bank Weekend Pick Up		SUN	MON
		GMT-04	18	19
₽≡	Booking page photo and name See how your id			
$\odot$	Location and conferencing Would you like to meet in person, via phone, or video conference?	8 AM		
	Choose a location	9 AM		
_	Description	10 AM		
-	Add a note that explains your service. This will appear on your booking page and in confirmation emails.	11 AM	_	
	BIU ⊨≣ ⇔ X	12 PM		
	Add description			

To edit the location and conferencing settings, click Choose a location and then click **In-person meeting** because your clients will be collecting their food in person from a physical location.

₽≡	Booking page photo and name See how your identity is displayed on the booking page	
0	Location and conferencing Would you like to meet in person, via phone, or video conference?	8 AM
	Choose a location 👻	9 AM -
=	Google meet video conferencing	10 AM -
	In-person meeting	11 AM -
	Specify a meeting foration	12 PM -
	The person making the appointment will provide the phone number	1 PM
	None / to be specified later I will update the event manually after booking as necessary	2 PM

**To add a location** of where your appointment will take place (which you will be required to do), click **Add location** and type a physical address.

₽≡	Booking page photo and name See how your identity is displayed on the booking page	
0	Location and conferencing Would you like to meet in person, via phone, or video conference?	8 AM
	In-person meeting 👻	9 AM
	Add location (required)	10 AM -
=	Please fill out this field. Description Add a note that explains your service. This will appear on your	11 AM
	booking page and in confirmation emails.	12 PM -
	B I U i≡ ≔ ⇔ X Add description	1 PM
		2 PM -

**To add a description** that explains your service in more detail, which will appear on your booking page and in confirmation emails, click **Add description** and start typing.

123 Sesame Street Owasso Ok	10 AM -
Description Add a note that explains your service. This will appear on your	11 AM -
booking page and in confirmation emails. <b>B</b> $I$ <b>U</b> $\models$ $\models$ $\models$ $e$	12 PM -
Add description	1 PM -
	2 PM
	3 PM
:≡ Booking form First name · Last name · Email address ✓	4 PM -
Booking confirmations and reminders Calendar invitation - Email reminder	5 PM

To customize the booking form, click Booking form.

**Tip:** It's advisable to make it mandatory for clients to add a contact phone number when they schedule an appointment so it's easier to contact them in case an appointment needs to be confirmed, rescheduled, or canceled. **To make a contact phone number required**, click **Add an item.** 



Then check **Required**, where **Phone number** is selected. Then click **Add item**.

sso Ok	GMT-04	10	9	20	21	22	
r service. This will appear on your ation emails.	8 AM						
≡ co X	9 AM						
k up	10 AM 11 AM	Add an item					
ise to book an appointment	12 PM 1 PM	Required					
name*	2 PM		Cancel	Add term			
	3 PM						
	4 PM						
ation (D)							

To edit booking confirmations and reminders settings, click Booking confirmations and reminders and edit as needed. Then click Save.

**Tip:** It's advisable to set email reminders so that your clients don't forget their appointments. Email reminders can also help to prompt clients to cancel in advance if they can no longer make the scheduled pickup time they had booked. You may want to set an email reminder the day before the appointment as well as another for an hour before the appointment.



Now that you've finished editing and creating your appointment schedule calendar in Google Calendar, you can view how that booking page will appear to your clients.

To view the booking page, click **Open booking page** when you're looking at the bookable appointment schedule in your Google Calendar.

🔟 Contoso - Calendar - Week of 🗙	+						
$igstarrow \mathbf{C}$ $\hat{\mathbf{e}}$ calendar.google	.com/calendar/u/1/r/week/20	022/9/20?pli=1					» ڤ 🌣 🛸 🖬 🐇
= 📴 Calendar	Today < >	September 2022			Q (?)	🚯 Week -	III Google (
- Create -	SUN 18	19	тие 20	web 21	тни 22	FRI 23	sat 24
September 2022 < >	1.798						
S M T W T F S 28 29 30 31 1 2 3	MA 8						
4 5 6 7 8 9 10 11 12 13 14 15 16 17	9 AM	Foodbank Pick Up, '				0 🗉 ×	Food Bank Weekend
18 <b>19 20</b> 21 22 23 24 25 26 27 28 29 30 1	10 AM	_		Food Ban	OINTMENT SCHEDULE	ck Up	-
2 3 4 5 6 7 8	11 AM			30 min appoin	itments		
Meet with	12 PM			🖸 Open b	ooking page <	Share	
Search for people				See all your a	ppointment schedule	s	
Time Insights	1 PM			123 Sesame S	treet Orlasso Ok	-	-
SEP 18 - 24, 2022	2 PM -			Saturday and S	Sunday pick up	_	
0 hr in meetings (avg: 0 hr)		•		Booking form			
📯 More insights	3 PM			First name Last	name Email address Ph	one number	
My calendars	4 PM			🔂 Owasso Foodb	bank		
🛃 Owasso Foodbank	5 PM	8		1		-	

Your booking page may appear something like this example. It will show your account name, your logo, the name of your calendar, the duration of appointments, the available time slots for appointments, and your location address.

Conto →	so - 0 C	alenc	lar - W calen	eek of dar.g	× oogle	D Foo	d Bank Week endar/u/0/a	end Pick Up ×	+ hedules/AcZssZ0fLF	vDdjD0nhbGOzWstPqJw	Rdi62Bz3uBFCvWrSY6	pevxSsAlGHymMYSq	XfvWjQ-p9a6Ts_Upq	0 x * I	K
0	0	was	so	Foo	dba	ank	Foo	d Bank We	ekend Pick Up	)					
-							۲	30 min appoin	tments	Saturday and Sunday pi	ck up				
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Se	pterr	ber	2022		<	>	<	м 19	TUE 20	WED 21	тни 22	FRI 23	sat 24	25	
S 28	M 29	T 30	W 31	т 4	F 2	s ə		_	_	_	_	_	8:00am	8:00am	
4	5	6	¥	8	9	<del>10</del>		_	_	_	_	_	9:00am	9:00am	
++ +8	+2	+3 20	14 21	96 22	16 23	17		_	_	_	_	•	10:00am	10:00am	
25	26	27	28	29	<del>30</del>	1		-	_	_	_	_	11:00am	11:00am	
								_	-	-	-	_	12:00pm	12:00pm	
								-	-	-		-	1:00pm	1:00pm	
										-		_	2:00pm	2:00pm	
								_	_	_	_	_	3:00pm	3:00pm	

Clients can then click on a booking time slot to schedule an appointment, whereupon they'll be prompted to supply information to make a booking (such as their name, contact email, and contact phone number). Here's an example of a booking form that a prospective client may fill out to schedule a food pickup.

Owasso Foodbank	Foo	d Bank Weekend	Pic	(Up				
	۲	30 min appointments		Saturday and Sunday pick up				
	0	123 Sesame Street Ow		Food Bank Weekend Pick Up Saturday, September 24 · 8:00 – 8:30am (GMT-05:00) Central Time - Chicago				
Select an appointment time			123 Sesame Street Owasso Ok			(GMT-05:00) Central Time - Chicag		
September 2022 < >	<	19	-0	Your contact info	FRI 23	sat 24	sun 25	
S M T W T F S 26 29 20 34 4 2 3		-		First name		8:00am	8:00am	
4 6 6 3 8 9 40				Kevin		9:00am	9:00am	
+1 +2 +3 +4 +6 +6 +7 +8 +9 20 24 22 23 24		-		Last name		10:00am	10:00am	
25 26 27 28 29 28 1		-		Mulhali		11:00am	11:00am	
2		-		Email address		12:00pm	12:00pm	
				kmulhall@gworktest.org		1:00om	1:00nm	
		_		Phone number		2:00pm		
						z.oopm	2.00pm	

Once a client confirms their booking by clicking **Book**, a **Booking confirmed** pop-up appears that displays the time, date, and location of the scheduled food pickup appointment.

	<ul> <li>30 min appointments</li> <li>123 Sesame Street Owasso</li> </ul>	Seturday and Sunday pick up o Ok			
ielect an appointment time		~		(GMT-05:00)	Central Time - Chica
September 2022 < >	< <u>19</u>	Booking confirmed	FRI 23	sat 24	sun 25
28 29 30 31 4 2 8	-	kmulhali@gworktest.org		9:00am	8:00am
4 6 6 7 8 9 40	-	24 Food Bank Weekend Pick Up		10:00am	9:00am
18 <b>49</b> 20 24 22 23 24	-	SEP Saturday 8:00 - 8:30am (GMT-05:00) Central Time - Chicago		11:00am	10:00am
2 3 4 5 6 7 8	-	123 Sesame Street Owasso Ok		12:00pm	11:00am
	-			1:00pm	12:00pm
	-	Need to change?		2:00pm	1:00pm
	-	Cancer your appointment		3:00pm	2:00pm
		Close			3:00pm

Send Your Calendar to Clients so They Can Schedule a Food Pickup Appointment

To send your clients the URL link to the calendar booking page you created (so that they can schedule a food pickup appointment), open your calendar booking page.

Inbox -	owa	assofb	@gwo	rktest		0w	issa Foodbank	Pickup	× +							
→ (	C	۵		calen	dar.g	oogle.co	<b>n</b> /calendar/u	i/0/appoint	tments/schedules/AcZss	Z3e8Nmim-x26nhj438	ljKGgwFYtuNT7WqhJ	5imd0jNgAEDnXLL	AYP2NDIv4pe5An5N1a	# ☆ [	1 🔒 🛛	ncognito
Custom	er Sı	ucces.	•	Mail	- Kevi	in Mulha	Interwo	rks Cloud	XII Customer 360 (up	Customer Succes	🚦 Partner Center	TechSoup - Agent	KI Coffee with Kevin		•   🖿 o	ther Bookm
к	Ke	evir	Mu	ulha	11		Owa	assa Fo	odbank Pickup							
							۲	60 min ag	opointments	This is food pickup r	egistration page for th	e Owassa location.				
							$\odot$	324 North	h St Owassa OK							
								74322								
										k.						
Sel	ect	t an a	appo	intm	ent	time							(GMT-04:	00) Eastern	Time - Ne	w York
							,		FRI	SAT	SUN	MON	TUE		WED	
Sep	oten	nber	2022		<	>	<	22	23	24	25	26	27		28	>
S 28	M 20	T 30	W	T	F	s		_	_	10:00am	10:00am	_	_		_	
4	6	6	7	8	9	10										
++	+2	40	+4	46	46	+7			_	11:00am	11:00am		_		-	
18	<del>19</del>	20	21		23	24		-	_	12:00pm	12:00pm	-	-		-	
25	26	27	59	59	30	1				1:00om	1:00pm					
2	9	4	6	6	7					noopin						
										2:00pm	2:00pm					
										3:00pm	3:00pm					
										4:00om	4:00pm					

Next, highlight the URL link and copy that link.

b@gworktest.0 X 🛐 Owa	issa Foodbank Pickup X	+	
calendar.google.com	n/calendar/u/0/appointment	s/schedules/AcZss	sZ3e8Nmim-y26obi438liKCowEVtuNT7l//ab.I5imd0iNaAEDpXLLAVD
s 🚾 Mail - Kevin Mulha	🕤 Interworks Cloud 🛪	Customer 360 (up	Cus Cus Emoji & Symbols
n Mulhall	Owassa Foodb <ul> <li>60 min appoint</li> </ul>	pank Pickup	This Cont
	324 North St Ov 74322	wassa OK	Paste Peste and Go togoogle.com//AcZssZ3e8Nmim-x26nhj Delete
appointment time			Select All Manage Search Engines and Site Search Always Show Full URLs
-2022 < >	< <u>7</u> 22	ERI 23	Speech Writing Direction
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Compose an email to a client (or to a mailing list of clients). In the body of the email, write some text referring to your booking calendar, which you can use as link text for your booking page hyperlink (e.g., Owasso Foodbank Calendar).

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Highlight the link text in your email and insert the hyperlink URL.

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### To insert a hyperlink, press Command/Ctrl+K.

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	kmulhall@techsoup.org (techsoup.org)	
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	Hi,	
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	Tpanks,	
	The Team at Owasso Foodbank	
	To hyperlink, press Ctrl + K (Window	s) or Command + K (Mac)
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Next, paste the hyperlink you had copied into the web address field.

3	Customize your inbox	Set a sig	gnature od bank Calendar Link	Enable desktop	₽×
if 4,05	Edit Link Text to display: Owas Link to: Web address Email address	sso Foodbank Calendar To what URL should this link go? Fest this link Not sure what to to link to. (A sean the box in your b Copy Pasts Paste and Match Sty Select All Language Settings Writing Direction Inspect	n the web that you want the web address from the box above.	2) Owasso location please click on the link below: Easily switch between different signatures Dismiss	

Then click OK.

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Now you can send your email to your clients and they will be able to click on the hyperlink to the online booking calendar and schedule their food pickup appointments online.

Customize your	Set a signature     Enable desktop     notifications
	Food bank Calendar Link _ u² ×
	kmulhall@techsoup.org (techsoup.org)
	Food bank Calendar Link
	Hi,
	To schedule a time for food pickup at the Owasso location please click on the link below:
	Owasso Foodbank Calendar
	Thanks,
	The Team at Owasso Foodbank
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## Additional Resources

Training + Services 🎓

- These **TechSoup Courses** are available at no cost to TechSoup Quad members. Learn more about Quad.
  - Organizing Your Remote Working Team
  - Project Management Basics
- Need Google Workspace? A variety of Google products, such as Google Workspace for Nonprofits, are available to TechSoup members. Visit <u>the program</u> page on TechSoup today to get started.

### Content + Community 🌍

 Brand-new to Google Workspace? We recommend you check out the <u>Google</u> <u>Workspace Learning Center</u>