

## Making Appointments

- Go to <http://DrGM.us> and select the appointments tab
- Must use Gmail (maine.edu is OK, FirstClass is not OK)
- Make sure your Gmail account is set to the Eastern Time Zone
- One sign that your account is not in the Eastern Time Zone is that meeting slots are shown for such times as 8 PM
- Even if the meetings don't appear at odd times, it is good to check your settings
- You do this by following the following steps



1

Click here first to bring up the window below and select the Calendar

Click here second to get to the Calendar

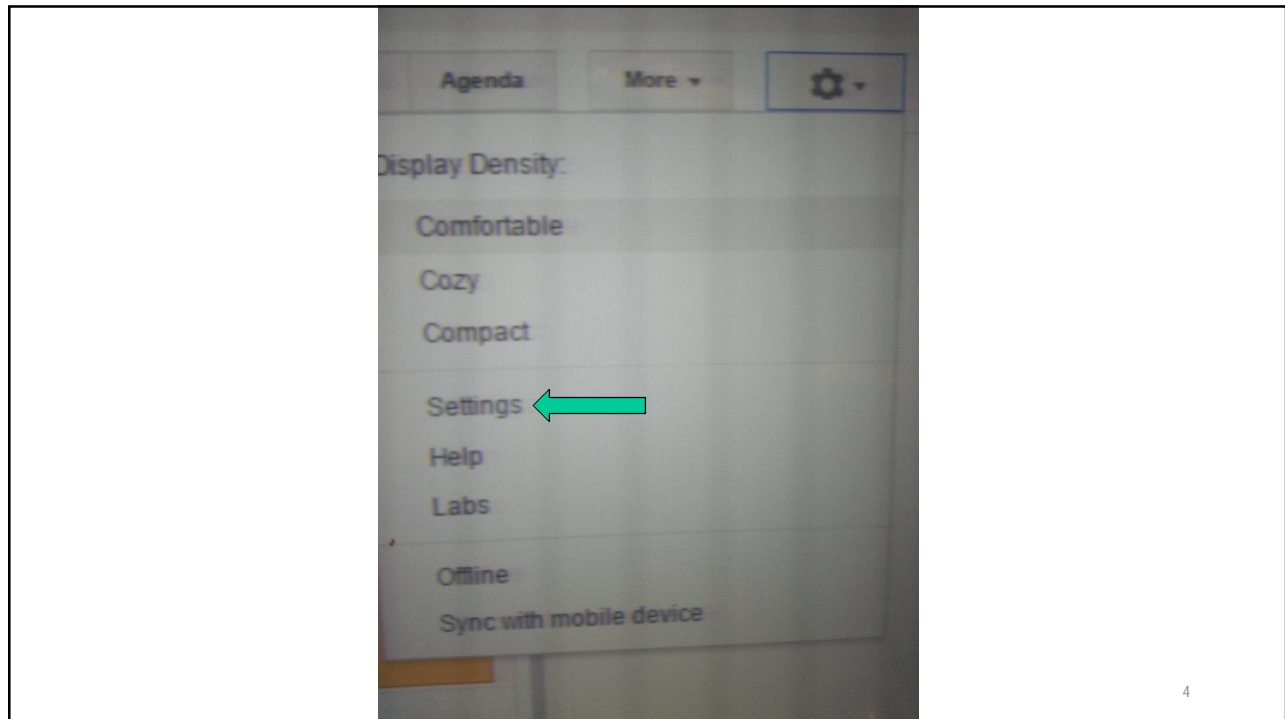
2

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- On the Calendar page go to the settings on in the upper right corner



3



4


 **Calendar Settings**  

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Language:

Country:  (choose a different country to see other time zones)

Your current time zone:    Display all time zones  
Show an additional time zone

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