Instructions for Getting Access to the Shared Calendar for Office Hours

1) Sign into CULink at https://culink.colorado.edu/

2) Select “Calendar” from the upper left of the screen as shown:

3) Further down on the left, select “Shared Calendars” as shown:

4) In the main window, type my email address in the “User” entry field, and click “Add” as shown:

5) You should now be able to view and edit the office hours sign-up calendar. You should not have to ever repeat the steps on this page. See next page for sign-up instructions.
Instructions for Reserving a Time Slot for Office Hours

1) Sign into CULink at https://culink.colorado.edu/ and go to the shared calendar for the class.

2) Find a 15-minute time slot that says “Available”, as shown:

3) To sign up for an available particular time slot, double click on it. A window will appear. Make sure “Open the occurrence” is selected, and click “OK”, as shown:

4) The “Edit Event” window will appear, with “Available” written in the “Subject” field:
5) Change the Subject to your name, as shown, and click “Update Event” in the upper-left corner of the “Edit Event” window. DO NOT EDIT ANYTHING ELSE!

6) The change should be reflected in the calendar, and you are finished.