

Setting the Time Zone to Central Standard Time in Google Calendar

1. Log into myIIT at <http://my.iit.edu>



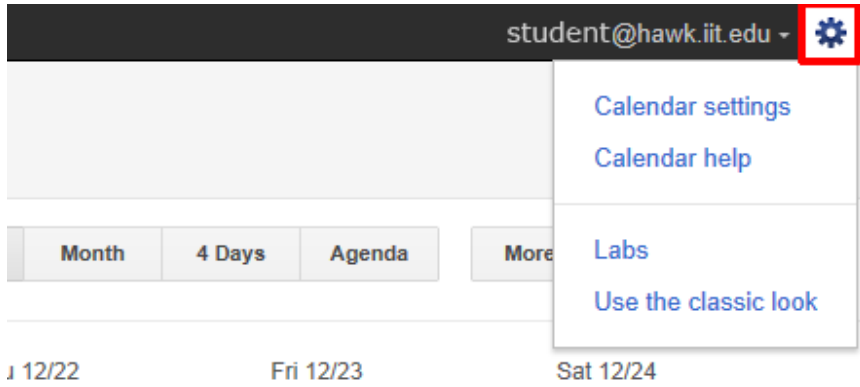
2. Click "Google Apps for Students" icon



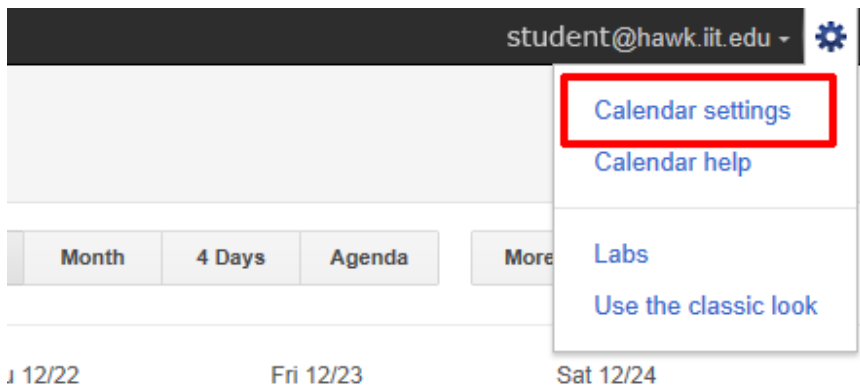
3. Click "Calendar"



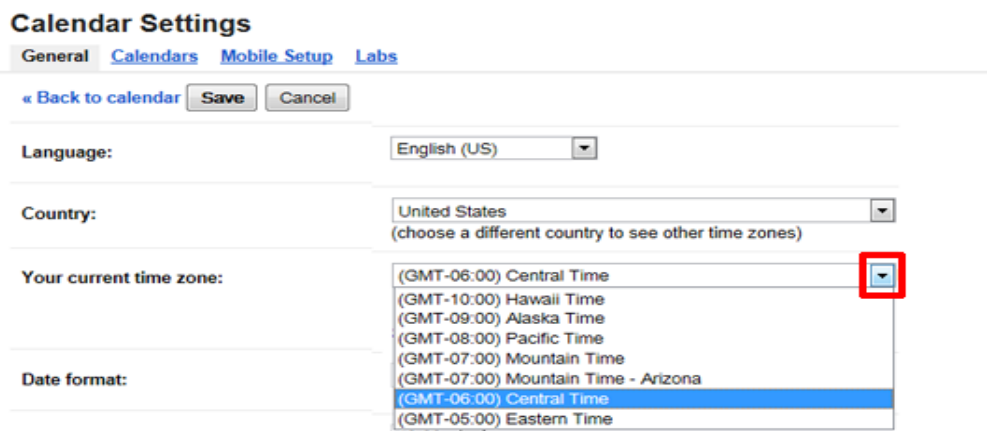
4. Click the Calendar Settings icon



5. Click "Calendar settings" from menu



6. Click the dropdown arrow across from "Your current time zone:"



7. Select “(GMT – 06:00) Central Time” from the dropdown menu

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

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Language: English (US) ▼

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

Your current time zone: (GMT-06:00) Central Time ▼
(GMT-10:00) Hawaii Time
(GMT-09:00) Alaska Time
(GMT-08:00) Pacific Time
(GMT-07:00) Mountain Time
(GMT-07:00) Mountain Time – Arizona
(GMT-06:00) Central Time
(GMT-05:00) Eastern Time

Date format:

8. Click Save to save changes

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

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Language: English (US) ▼

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

Your current time zone: (GMT-06:00) Central Time ▼

Booking an appointment slot

1. Log into myIIT at <http://my.iit.edu>



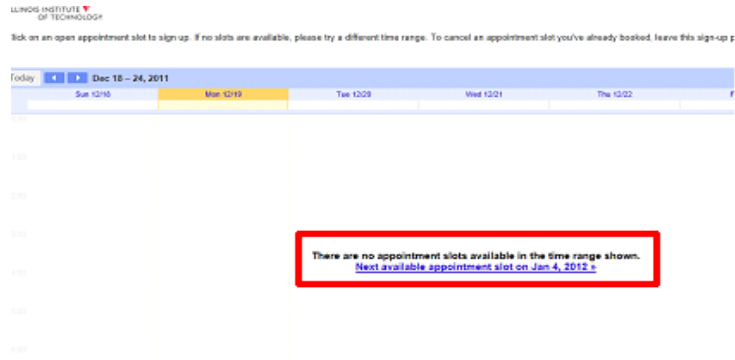
2. Click "Google Apps for Students" icon



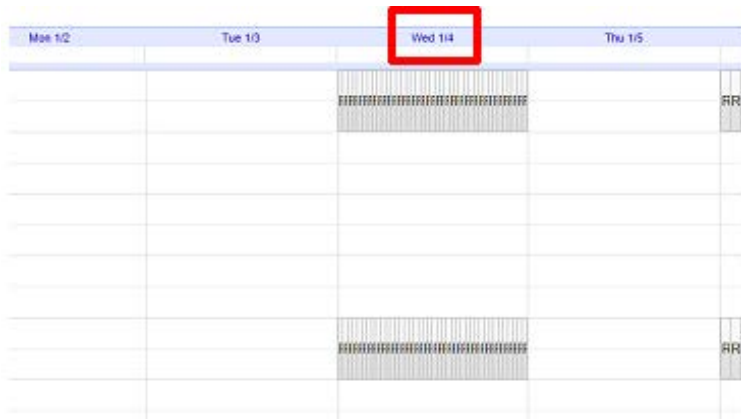
3. Go to <http://pl.iit.edu/peal-assessment>
4. Click "Appointment Calendar"



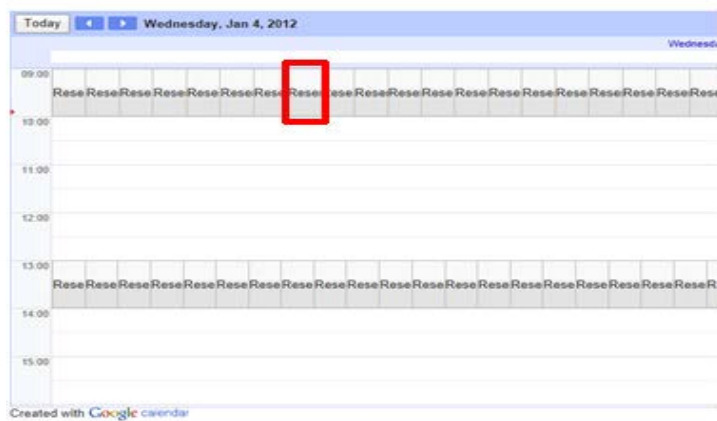
5. Click **“Next available appointment slot on...”**



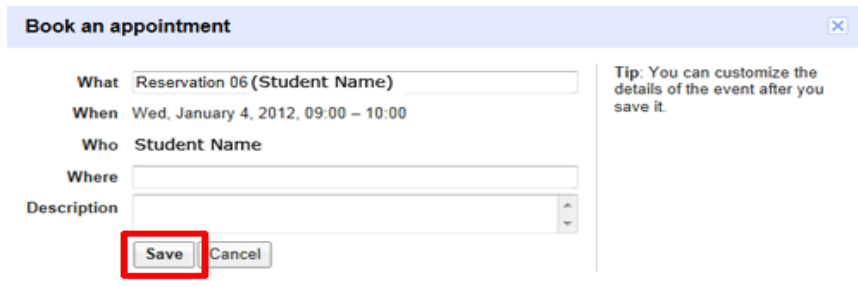
6. Click the day that shows reservation slots available



7. Click a reservation slot (“Rese”) to book the appointment



8. Click "Save"



Book an appointment ✕

What Reservation 06 (Student Name)

When Wed, January 4, 2012, 09:00 – 10:00

Who Student Name

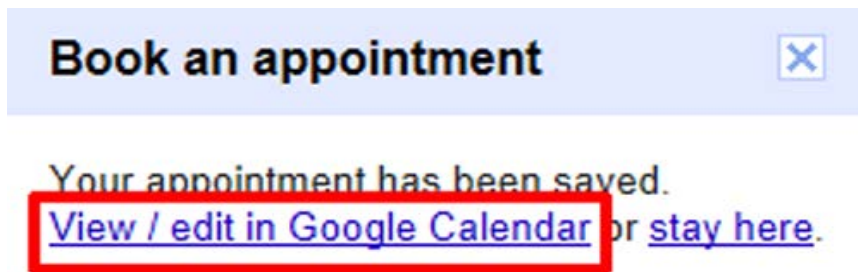
Where

Description

Save **Cancel**

Tip: You can customize the details of the event after you save it.

9. Click "View / edit in Google Calendar"

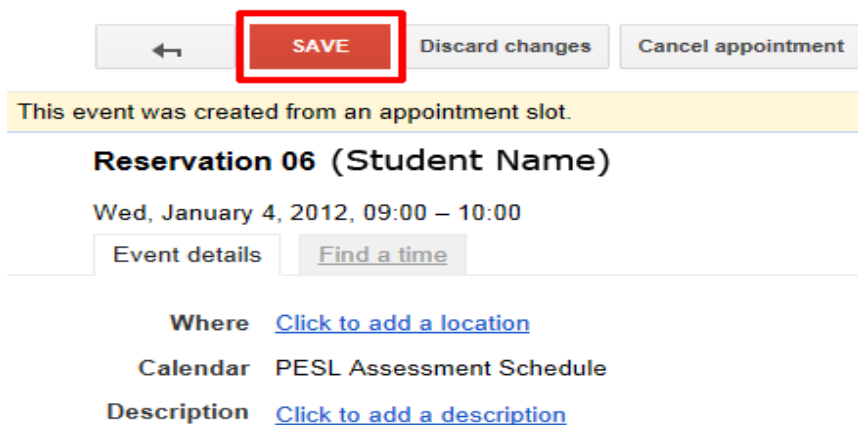


Book an appointment ✕

Your appointment has been saved.

[View / edit in Google Calendar](#) or [stay here](#).

10. Click "Save"



← **SAVE** **Discard changes** **Cancel appointment**

This event was created from an appointment slot.

Reservation 06 (Student Name)

Wed, January 4, 2012, 09:00 – 10:00

Event details **Find a time**

Where [Click to add a location](#)

Calendar PESL Assessment Schedule

Description [Click to add a description](#)

Canceling A Reservation

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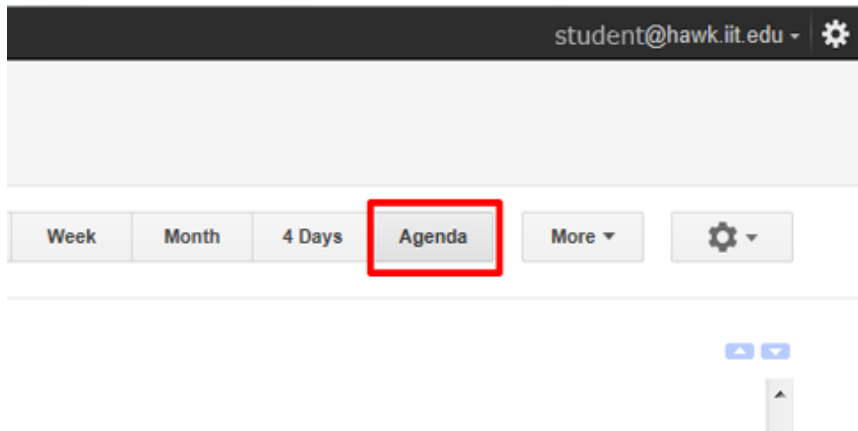
2. Click **“Google Apps for Students”** icon



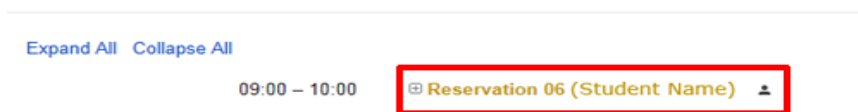
3. Click **“Calendar”**



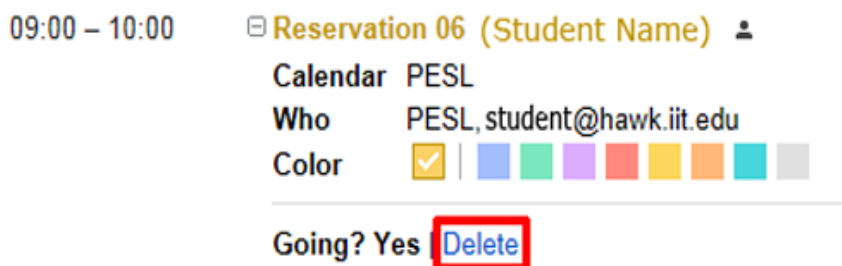
4. Click "Agenda"



5. Click the Reservation



6. Click "Delete"



7. Click "Delete & notify guests"

