



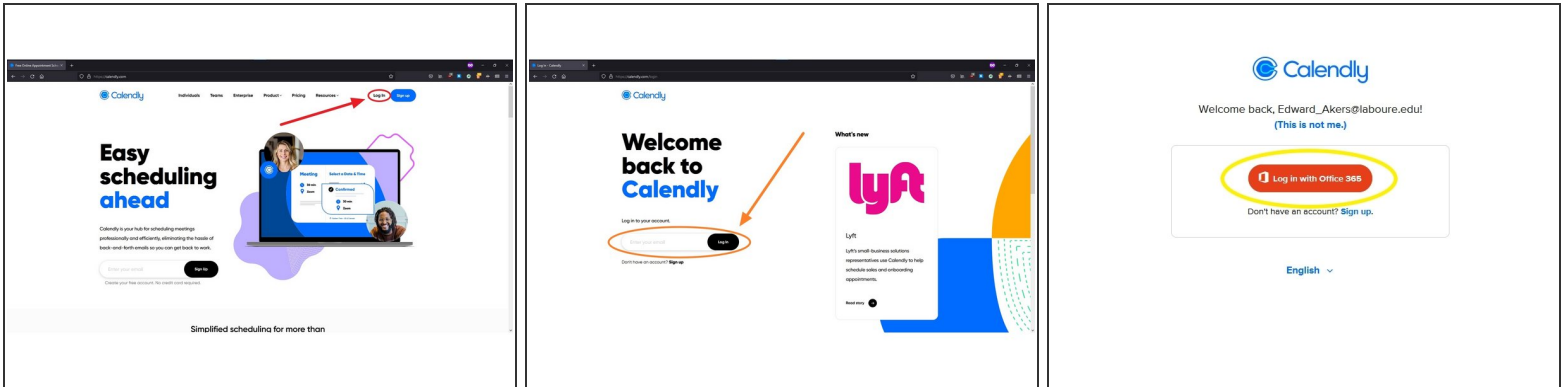
# Access Your Labouré Calendly Account

How to access your Labouré Calendly account.

Written By: Edward Akers

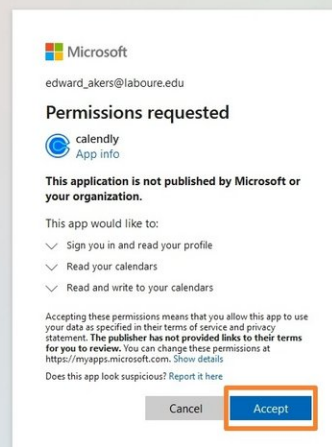
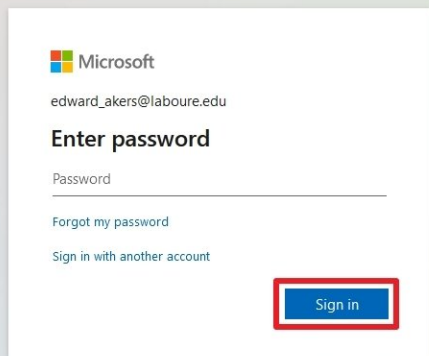
Access Your  
Calendly  
Account

## Step 1 — Calendly.com



- Navigate to [calendly.com](https://calendly.com) using your web browser of choice
- In the upper right corner, click **Log In**
- Enter your Labouré email address and click **Log In**
- Click **Log in with Office 365**

## Step 2 — Authenticate with Office 365



- If prompted, enter your Labouré email password on the Microsoft sign in page, and click **Sign in**
- Upon your first time signing in, you will be asked to grant Calendly access to your Outlook calendars. This is necessary in order for someone to book time on your calendar through Calendly. Click **Accept** if you allow these permissions.

## Step 3 — Initial Setup



### 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/

**Time Zone**  
Eastern Time - US & Canada (11:29am) ▾

Set up later

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### 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 Edward\_Akers@laboure.edu...

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

Set up later

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### Set your availability

Let Calendly know when you're typically available to accept meetings.

#### Available Hours

—

#### Available Days

☐ 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](#)

- You will be prompted to perform some initial setup when first logging in. This includes your unique Calendly URL, editing how Calendly checks for conflicts on your Outlook calendar, and setting your general availability. This can all be changed later at any time.

## Step 4 — Signed In

- You are now signed in and ready to get started with Calendly.

