

# Prof. Rice's Calendar

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Below is a view-only version of Prof. Rice's up-to-date calendar. **To view this calendar, select the "Week" view tab on the top right!**

***If you'd like to schedule a 15-30 minute appointment with Prof. Rice during business hours (9-5 certainly, 8-6 possibly), follow these steps:***

- Log on to the [Colby / Google calendar system](#) using your Colby email and password.
- To see Prof. Rice's schedule, search for his calendar in the left field that says "Add a coworker's calendar" (which is under "Other calendars").
- **In the "week" view**, create an event by clicking and dragging on a given day/time.
- The created event is in your calendar, not his. **To include Prof. Rice, click the event, click "Edit event", and type his name or email address in the field under "Guest" on the right and click "Add"**.
- You can also put a description of what you want to talk about at this meeting if you'd like. Once you've saved the changes, Prof. Rice will be notified by email.