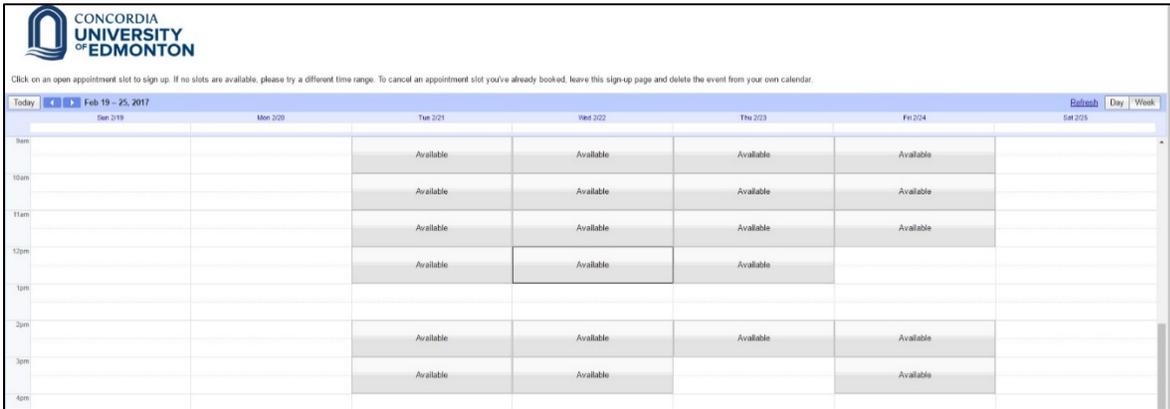


ON-LINE BOOKING OF COUNSELLING APPOINTMENT

1. Check the counsellor availability using URL goo.gl/C6Yp23 for [Mirna Hanic](#), using your smartphone, scan the QR code below.



2. You will be prompted to log-in to your Concordia Google account (if you are not already logged-in).

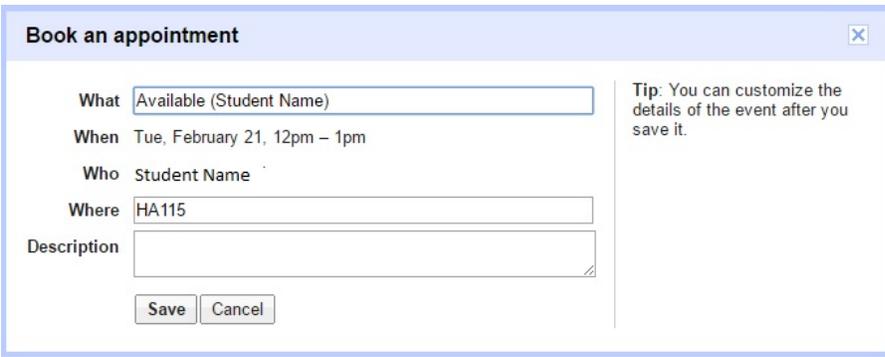


CONCORDIA UNIVERSITY OF EDMONTON

Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today	Feb 19 - 25, 2017						Refresh	Day	Week
Sun	Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25			
		Available	Available	Available	Available				
		Available	Available	Available	Available				
		Available	Available	Available	Available				
		Available	Available	Available					
		Available	Available	Available	Available				
		Available	Available		Available				

3. Click on an available time slot.



Book an appointment [X]

What

When Tue, February 21, 12pm - 1pm

Who Student Name

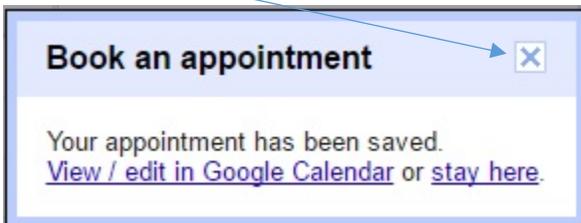
Where

Description

Save Cancel

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

4. Click on **Save** to confirm your booking request, otherwise, click on **Cancel**.
5. Close the pop-up screen to finish with your booking.



6. You can check your own Google calendar to verify the time slot that you have booked.

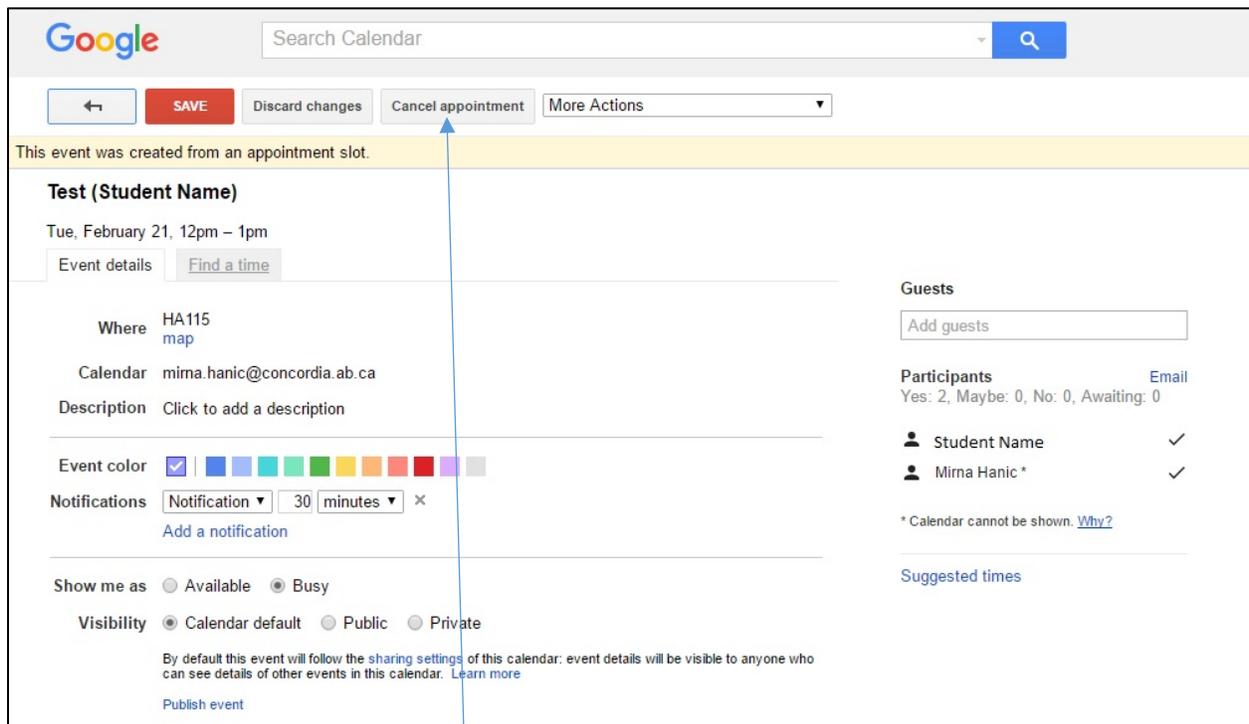
NOTE: Your Gmail Calendar time zone has to be set to Edmonton Time in order to accurately reflect appointment times booked. To check or change your time zone visit goo.gl/zYwx1Y or:

1. Open Google Calendar.
2. In the top right corner, click Settings  > **Settings**.
3. In the **Your current time zone section**, choose your time zone from the drop-down menu.
4. If you don't see the time zone you want, check the box next to "Display all time zones."
5. Scroll to the bottom of the page and click **Save**.

ON-LINE CANCELLING AN APPOINTMENT

NOTE: 24 hr Cancellation notice required.

1. From your Google calendar, click on the event booking.



2. Simply click on **Cancel appointment**.

Need assistance or more information?

Call 780.479.924, or

e-mail: studentlife@concordia.ab.ca