ON-LINE BOOKING OF COUNSELLING APPOINTMENT

1. Check the counsellor availability using URL <u>goo.gl/C6Yp23 for Mirna Hanic</u>, 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											
Today Feb 19 -	25, 2017					Refresh Day Week					
Sun 2/	19 Mon 2/20	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25					
9am		Available	Available	Available	Available	•					
10am		Available	Available	Available	Available						
11am		Available	Available	Available	Available						
12pm		Available	Available	Available							
1pm											
2pm		Available	Available	Available	Available						
3pm		Available	Available		Available						
Anm											

3. Click on an available time slot.

Book an a	appointment	×
What When Who Where Description	Available (Student Name) Tip: deta save Tue, February 21, 12pm – 1pm save Student Name . HA115	You can customize the ils of the event after you a it.
	Save Cancel	

- 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 <u>your</u> 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 <u>goo.gl/zYwxIY</u> or: 1. Open Google Calendar.

- 2. In the top right corner, click Settings 2 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.

Google	Google Search Calendar				~ Q		
SAVE	Discard changes Cancel appoi	intment Mo	ore Actions	T			
This event was created from an	appointment slot.						
Test (Student Name)							
Tue, February 21, 12pm – 1 Event details <u>Find a t</u>	lpm iime						
Where HA115 map					Guests Add guests		
Calendar mirna.hanic Description Click to add	c@concordia.ab.ca d a description				Participants Yes: 2, Maybe: 0, No: 0, Aw	Email aiting: 0	
Event color					Student Name	~	
					Mirna Hanic *	~	
Add a notifi	Notifications Notification ▼ 30 minutes ▼ × Add a notification				* Calendar cannot be shown. Why?		
Show me as O Availabl	e 🖲 Busy				Suggested times		
Visibility	r default 💿 Public 💿 Private	Э					
By default this can see detai	s event will follow the sharing settings of ils of other events in this calendar. Lear	f this calendar: m more	event details will be visible to anyo	one who			
Publish event	t						

2. Simply click on Cancel appointment.