

ON-LINE BOOKING OF COUNSELLING APPOINTMENT

1. Using your smartphone or laptop check the counsellor availability for **Melissa Fortuin** by typing in tiny.cc/BookWithMelissa into your browser
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	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 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	
4pm							

3. Click on an available time slot.

Book an appointment

What: Available (Student Name)

When: Tue, February 21, 12pm - 1pm

Who: Student Name

Where: HA115

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.


Book an appointment

Your appointment has been saved.

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

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

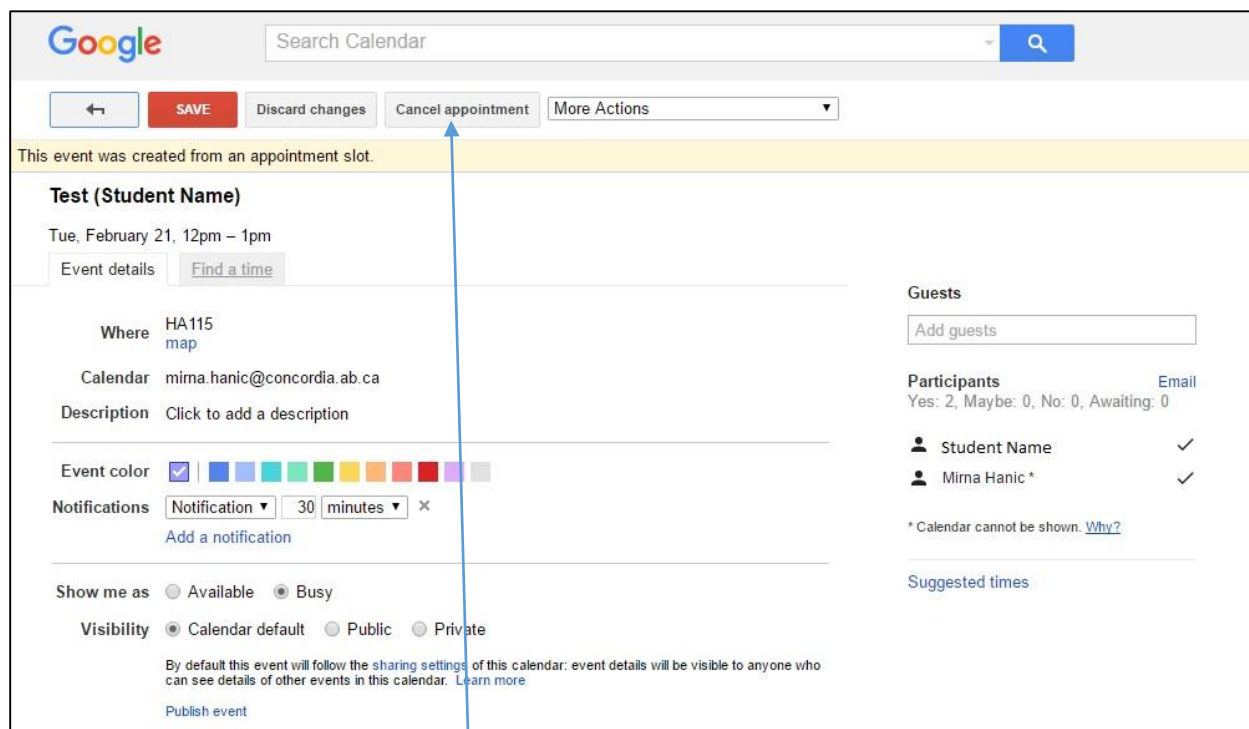
NOTE: Your Gmail Calendar time zone has to be set to Edmonton Time in order to accurately reflect appointment times booked. To check or change your time zone visit goo.gl/zYwxlY or:

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.



The screenshot shows the Google Calendar interface for editing an event. At the top, there is a search bar and a navigation bar with buttons: '←', 'SAVE', 'Discard changes', 'Cancel appointment', and 'More Actions'. Below this, a yellow banner states 'This event was created from an appointment slot.' The event title is 'Test (Student Name)' and the time is 'Tue, February 21, 12pm – 1pm'. The 'Where' field shows 'HA115' with a map link. The 'Calendar' field shows 'mima.hanic@concordia.ab.ca'. The 'Description' field has a placeholder 'Click to add a description'. The 'Event color' section shows a row of color swatches with the first one selected. The 'Notifications' section has a dropdown menu set to 'Notification', a time of '30 minutes', and a close button '×'. The 'Show me as' section has radio buttons for 'Available' and 'Busy', with 'Busy' selected. The 'Visibility' section has radio buttons for 'Calendar default', 'Public', and 'Private', with 'Calendar default' selected. On the right side, there is a 'Guests' section with an 'Add guests' button, a 'Participants' section showing 'Yes: 2, Maybe: 0, No: 0, Awaiting: 0', and a list of participants: 'Student Name' and 'Mirna Hanic *', both with checkmarks. At the bottom right, there is a note '* Calendar cannot be shown. Why?' and a 'Suggested times' section. A blue arrow points from the 'Cancel appointment' button in the top navigation bar to the 'Cancel appointment' button in the event details section.

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

Need assistance or more information?

Call 780.479.9241, or
e-mail: studentlife@concordia.ab.ca