
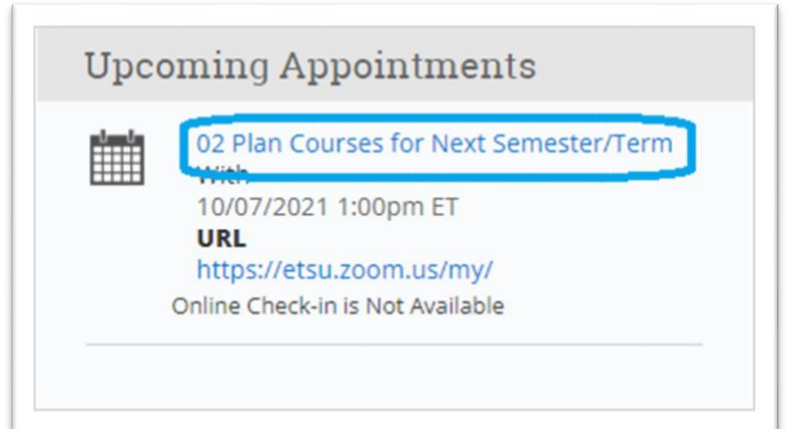


Navigate: Cancel an Appointment with an Advisor


(from the Student Home page)

1. In Navigate, select the appointment you would like to cancel.


- Click the Home  icon from the left navigation
- In the *Upcoming Appointments* box on the right, click the title of the appointment you would like to cancel
- In the *Manage Appointment* window, click the Cancel button under your name
- Select *Appointment Cancelled* from the drop-down menu under *Reason*.
- Click the *Mark as Cancelled* button.



2. Schedule a new advising appointment.

- Click the Home  icon from the left navigation
- Click *Make an Appointment* on the right

3. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar.

- Click the *Calendar*  icon from the left navigation bar.
- Click the *Settings and Sync* button in the top right corner.
- Click *Setup Sync*.
- Click *Microsoft Office 365 (Latest Version)*.
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.

