


Navigate: Edit/Move/Cancel an Appointment

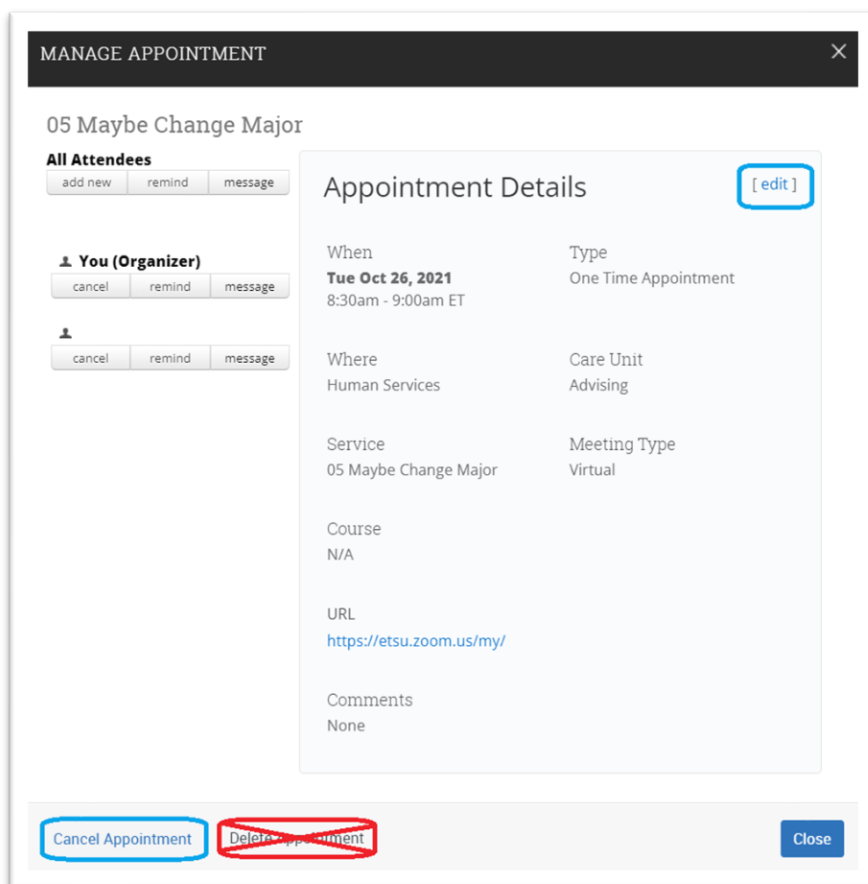
1. Open the student appointment

From the Calendar:

- From the *Staff Home* screen, click the *Calendar*  icon from the left navigation.
- Under *My Calendar* select the *Calendar View* or the *List of Calendar Items* tab based on user preference.
 - From the *Calendar View*, click on the calendar item to be edited, then click *[edit]* in the top right corner of the *Manage Appointment* window.
 - NOTE: to cancel the appointment, click *Cancel Appointment* at the bottom of the *Manage Appointment* window. Please do not delete appointments.
 - From the *List of Calendar Items* view, click *Edit MM/DD/YYYY* from the *Edit Entry* column on the right for the appointment to be edited.

From the staff Profile Page:

- To get to the *Staff Home* screen, click the *Home* icon from the left navigation.
- Click the *Appointments* tab under *Staff Home*.
- Click *Details* from the *Details* column on the right for the appointment to be edited, then click *[edit]* in the top right corner of the *Manage Appointment* window.
 - NOTE: to cancel the appointment, click *Cancel Appointment* at the bottom of the *Manage Appointment* window. Please do not delete appointments.



The screenshot shows a 'MANAGE APPOINTMENT' window with a close button (X) in the top right corner. The appointment title is '05 Maybe Change Major'. Below the title, there are buttons for 'add new', 'remind', and 'message' under the heading 'All Attendees'. The 'You (Organizer)' section shows 'cancel', 'remind', and 'message' buttons. The 'Appointment Details' section includes an '[edit]' button in the top right corner. The details are as follows:

| When | Type |
|--|---|
| Tue Oct 26, 2021 8:30am - 9:00am ET | One Time Appointment |
| Where | Care Unit |
| Human Services | Advising |
| Service | Meeting Type |
| 05 Maybe Change Major | Virtual |
| Course | N/A |
| URL | https://etsu.zoom.us/my/ |
| Comments | None |

At the bottom of the window, there are three buttons: 'Cancel Appointment' (highlighted with a blue box), 'Delete Appointment' (highlighted with a red box), and 'Close'.

2. Edit the appointment

- An *Edit an Event* page will load where changes may be made or the appointment may be deleted. After making one of the below edits, click *Save Appointment* at the bottom of the page.
- Use the *Filters* on the left to change the Location, Service, Meeting Type, URL, or Comments for the appointment.
- Use the *Choose a Time to Meet* workflow towards the bottom right to edit the day/date, time, or length of time.
 - To edit the date, use the *Select a Date* calendar to the left of the *Choose a Time to Meet* workflow.

- To edit the length of time, click the checkboxes for the desired time blocks. If a hold has been placed on the Outlook calendar which creates a **Busy** conflict, first select *Unlock Times with Conflicts* from the *Availabilities* drop-down menu.

NOTE: Using the *Length* drop down menu will not automatically extend the meeting later in the day. It is not the preferable way to elongate the length of time for the appointment.

Select a Date

October 2021

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Choose A Time To Meet

Length: 30 min

Availabilities: ?

Unlock Times With Conflicts

| TIME SLOT | 10/24 (SUN) | 10/25 (MON) | 10/26 (TUE) | 10/27 (WED) | 10/28 (THU) | |
|----------------------|--------------------------|--------------------------|--|---------------------------------|---------------------------------|---------------------------------|
| 7:00am - 7:30am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7:30am - 8:00am ET | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8:00am - 8:30am ET | <input type="checkbox"/> | BUSY | BUSY | BUSY | BUSY | BUSY |
| 8:30am - 9:00am ET | <input type="checkbox"/> | BUSY | <input checked="" type="checkbox"/> 1/1 | <input type="checkbox"/> 0/1 | <input type="checkbox"/> 0/1 | <input type="checkbox"/> 0/1 |
| 9:00am - 9:30am ET | <input type="checkbox"/> | BUSY | <input checked="" type="checkbox"/> 0/1 | <input type="checkbox"/> 0/1 | <input type="checkbox"/> 0/1 | BUSY |
| 9:30am - 10:00am ET | <input type="checkbox"/> | BUSY | 0/1 CONFLICTS | <input type="checkbox"/> 0/1 | 0/1 CONFLICTS | 0/1 BUSY |
| 10:00am - 10:30am ET | <input type="checkbox"/> | <input type="checkbox"/> | 0/1 CONFLICTS | <input type="checkbox"/> 0/1 | 0/1 CONFLICTS | 0/1 BUSY |