

## How to Cancel an Appointment

1. From your Upcoming Appointment tab on your Staff Home page, click on the Details link for the appointment you want to cancel.
2. This will bring up the appointment details. Click Cancel Appointment in the bottom left. **Do not click** on Delete Appointment.

REPORT FILED?	DETAILS
Not Yet.	<a href="#">Details</a>
Not Yet.	<a href="#">Details</a>

MANAGE APPOINTMENT

History General Advising

**All Attendees**

- You (Organizer)
- Donna Sonnett

**Appointment Details** [edit]

**When** Thu Oct 01, 2020 8:30am - 9:00am ET

**Care Unit** Advising

**Where** 3702 Posvar Hall-History Advising

**Comments** None

**Type** One Time Appointment

**Service** History General Advising

**Course** N/A

Cancel Appointment Delete Appointment Close

Delete Appointment will erase all data around that appointment and will not show up in any reporting. It is not advised.

3. You will need to mark the entire appointment canceled
4. Select a reason. Most often it will be cancelled by Advisor or student.
5. Any comments left in the box are shared with the student via email. You can use this box to leave instructions on how to schedule a new appointment.
6. Click Mark as Cancelled

MANAGE APPOINTMENT

History General Advising

**All Attendees**

- You (Organizer)
- Donna Sonnett

**Cancel Appointment**

Cancel Appointment For: Entire Appointment

**Reason:** Cancelled by Advisor

**Comments:**

Don't Mark Mark as Cancelled

Cancel Appointment Delete Appointment Close

7. You will get confirmation that the appointment was canceled, then click Close.

MANAGE APPOINTMENT

History General Advising

**All Attendees** ▾

👤 **You (Organizer)** ▾

Donna Sonnett ▾

**Appointment Cancelled**


[\[reschedule with organizer and attendees\]](#)  
[\[reschedule with only attendees\]](#)

Organizer Jessica Lynn Watson Cancelled this Appointment due to **Cancelled by Advisor**

Cancelled Oct 02 2020 at 6:19am ET

**Appointment Details** [\[ edit \]](#)

<b>When</b>	<b>Fri Oct 02, 2020</b> 8:00am - 8:30am ET	<b>Care Unit</b> Advising
<b>Where</b>	3702 Posvar Hall-History Advising	<b>Comments</b> None
<b>Service</b>	History General Advising	<b>Type</b> One Time Appointment
<b>Course</b>	N/A	

Delete Appointment  [Close](#)