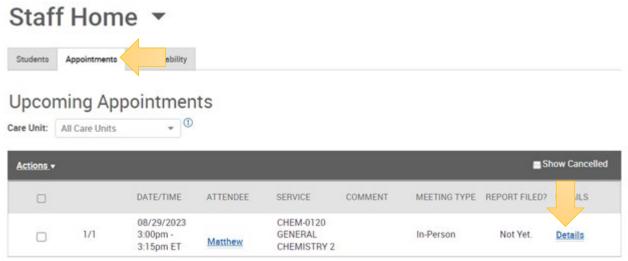
How to Cancel an Appointment

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 let. **Do not click** on Delete Appointment.

All Attendees			Anneintment Deteile [edit]		
add new remind message		message	Appointment Details [<u>edit</u>]		
You (Organizer)			Wнем Tue Aug 29, 2023 3:00pm - 3:15pm ET	Туре One Time Appointment	
cancel	remind	message	WHERE	CARE UNIT	Delete Appointment will
Matthew			Faculty Office: See Details	Faculty Office Hours	erase all data around that
cancel	remind message		SERVICE Office Hours/Student Meeting	MEETING TYPE In-Person	appointment and will not show up in any reporting. It
			COURSE CHEM-0120 GENERAL CHEMISTRY 2	URL https://pitt.zoom.us/j/123456789	is not advised.
			Сомментs None		
	Ļ				

- 3. You will need to mark the entire appointment canceled.
- 4. Select the reason to be Cancelled by Professor or Cancelled by 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

Cancel Appoin	tment	
Cancel Appointment F	ог	
Entire Appointment 👻		
Reason:		
Cancelled by Professor 👻		
Comments:		
Comments:		

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

add new remind message	Appointment Cancelled		
You (Organizer)	[reschedule with organizer and attendees] [reschedule with only attendees]		
message	Organizer Cancelled this Appointment due to Cancelled by Advisor		
Matthew	Cancelled Aug 18 2023 at 9:56am ET		
mark attending message			
	WHEN Tue Aug 29, 2023	TYPE One Time Appointment	
		-	
		One Time Appointment	
	3:00pm - 3:15pm ET		
	WHERE	CARE UNIT	
	Faculty Office: See Details	Faculty Office Hours	
	SERVICE	MEETING TYPE	
	Office Hours/Student Meeting	In-Person	
	COURSE		
	CHEM-0120 GENERAL CHEMISTRY 2		
	URL		
	1 II 1 PHOD (P2700		