

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.

Staff Home ▾

Students Appointments **Availability**

Upcoming Appointments

Care Unit: All Care Units

| Actions ▾ | | | | | | | | Show Cancelled |
|--------------------------|-----|-------------------------------------|-------------------------|-------------------------------------|---------|--------------|---------------|-------------------------|
| <input type="checkbox"/> | | DATE/TIME | ATTENDEE | SERVICE | COMMENT | MEETING TYPE | REPORT FILED? | ACTIONS |
| <input type="checkbox"/> | 1/1 | 08/29/2023 3:00pm - 3:15pm ET | Matthew | CHEM-0120 GENERAL CHEMISTRY 2 | | In-Person | Not Yet. | Details |

2. This will bring up the appointment details. Click Cancel Appointment in the bottom left. **Do not click** on Delete Appointment.

MANAGE APPOINTMENT ✕

GENERAL CHEMISTRY 2

All Attendees
add new remind message

You (Organizer)
cancel remind message

Matthew
cancel remind message

Appointment Details [edit]

| | |
|---|---|
| WHEN Tue Aug 29, 2023 3:00pm - 3:15pm ET | TYPE One Time Appointment |
| WHERE Faculty Office: See Details | CARE UNIT Faculty Office Hours |
| SERVICE Office Hours/Student Meeting | MEETING TYPE In-Person |
| COURSE CHEM-0120 GENERAL CHEMISTRY 2 | URL https://pitt.zoom.us/j/123456789 |
| COMMENTS None | |

[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.

- You will need to mark the entire appointment canceled.
- Select the reason to be Cancelled by Professor or Cancelled by Student.
- 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.
- Click Mark as Cancelled

Cancel Appointment

Cancel Appointment For:
 ←

Reason:
 ←

Comments: ←

↓

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

GENERAL CHEMISTRY 2

All Attendees

You (Organizer)

Matthew

Appointment Cancelled

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

Organizer Cancelled this Appointment due to Cancelled by Advisor

Cancelled Aug 18 2023 at 9:56am ET

Appointment Details [[edit](#)]

| | |
|--|----------------------|
| WHEN | TYPE |
| Tue Aug 29, 2023 3:00pm - 3:15pm ET | One Time Appointment |
| 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 | |
| [Link] | |

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