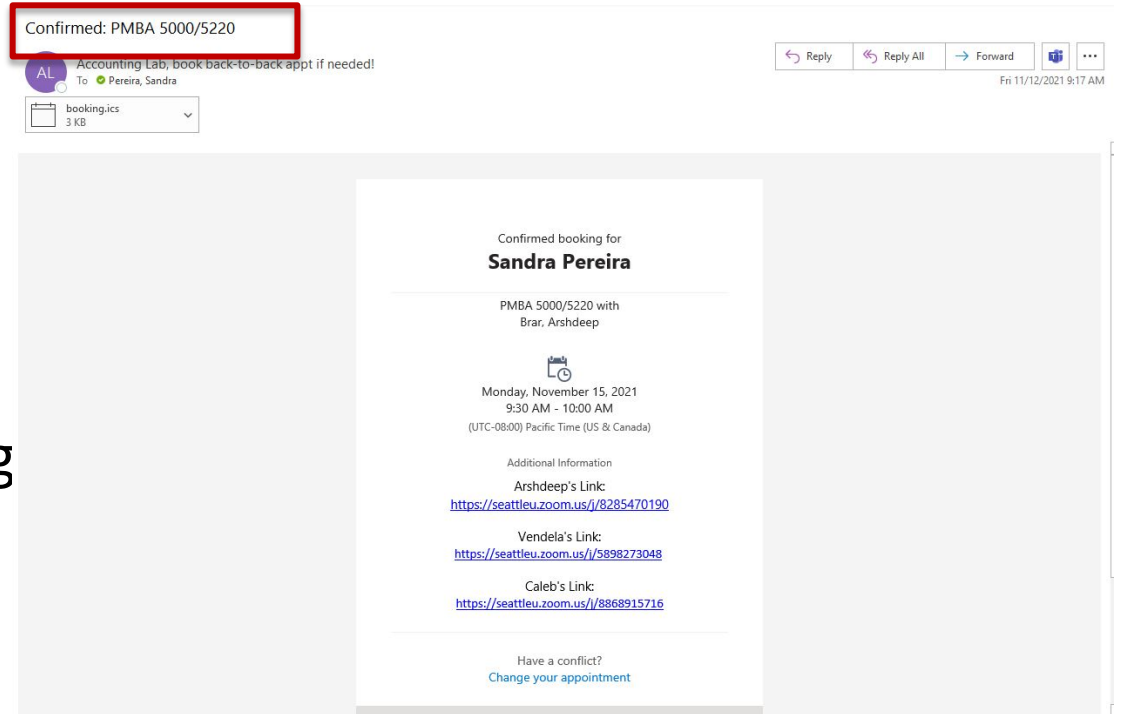


SEATTLEU

How to Cancel or Reschedule
Your Tutoring Appointment

Step One

- Find your confirmation email. It will be titled “Confirmed” and have the name of your chosen tutoring type. See example.



Step Two

- In your confirmation email, click on the link at the bottom that says, “Change your appointment”.

Confirmed: PMBA 5000/5220




Accounting Lab, book back-to-back appt if needed!
To: Pereira, Sandra

Reply Reply All Forward Fri 11/12/2021 9:17 AM

booking.ics
3 KB

Confirmed booking for
Sandra Pereira

PMBA 5000/5220 with
Brar, Arshdeep


Monday, November 15, 2021
9:30 AM - 10:00 AM
(UTC-08:00) Pacific Time (US & Canada)

Additional Information
Arshdeep's Link:
<https://seattleu.zoom.us/j/8285470190>
Vendela's Link:
<https://seattleu.zoom.us/j/5898273048>
Caleb's Link:
<https://seattleu.zoom.us/j/8868915716>

Have a conflict?
[Change your appointment](#)

Step Three

- After you click the link, a new web page will open with options to reschedule or cancel your tutoring appointment.

The screenshot shows a booking confirmation page for an Accounting Lab. At the top, a dark green banner contains the text "Accounting Lab, book back-to-back appt if needed!". Below this, the page is titled "Upcoming booking for Sandra Pereira" and "PMBA 5000/5220". The appointment details are: "Monday, November 15, 2021" at "9:30 am (30 minutes)" with the tutor "Brar, Arshdeep". To the right of these details are three buttons: "Reschedule" (dark green), "Cancel booking" (dark green), and "New booking" (white with a dark border). A small note at the bottom states "All times are in (UTC-08:00) Pacific Time (US & Canada)". The footer includes the URL "https://www.seattleu.edu/business/departments/accounting/accounting-lab/", the Microsoft Bookings logo, and the text "Powered by Microsoft Bookings © 2021 Microsoft".

Step Four

- A confirmation box will appear. To continue with cancelling your appointment select “cancel booking”.

The screenshot shows a web interface for an appointment booking system. At the top, a dark green banner reads "Accounting Lab, book back-to-back appt if needed!". Below this, the page displays "Upcoming booking for Sandra Pereira" and "PMBA 5000/5220". A central white dialog box is overlaid, asking "Are you sure you want to cancel this booking?". The dialog box has a green "Cancel booking" button and a grey "Back" button. To the right of the dialog box, there are three buttons: "Reschedule" (green), "Cancel booking" (green), and "New booking" (grey). The background shows appointment details for "Monday, November 15" at "9:30 am (30 minutes)" with the name "Brar, Arshdeep". At the bottom of the page, there is a URL: <https://www.seattleu.edu/business/departments/accounting/accounting-lab/>, a logo, and the text "Powered by Microsoft Bookings © 2021 Microsoft".

Step Five

- Once you have cancelled your appointment you will receive an email confirming that your appointment has been cancelled.

Cancelled: PMBA 5000/5220


Accounting Lab, book back-to-back appt if needed!
To Pereira, Sandra

Reply Reply All Forward

Fri 11/12/2021 9:33 AM

Booking cancellation for
Sandra Pereira

PMBA 5000/5220 with
Brar, Arshdeep


Monday, November 15, 2021
9:30 AM—10:00 AM
(UTC-08:00) Pacific Time (US & Canada)

Additional Information
Arshdeep's Link:
<https://seattleu.zoom.us/j/8285470190>
Vendela's Link:
<https://seattleu.zoom.us/j/5898273048>
Caleb's Link:
<https://seattleu.zoom.us/j/8868915716>

Accounting Lab, book back-to-back appt if needed!
<https://www.seattleu.edu/business/departments/accounting/accounting-lab/>

Powered by Microsoft Bookings