

Change Appointment Duration

The student selects a date and time, then clicks *Continue*.

↑ Schedule Appointment

The appointment times you see do not overlap with your already scheduled appointments.

10-08-2021 → 10-18-2021

Filter: All session types

Friday, October 08 4 available

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						

- 2:00 pm - 2:15 pm 15m
Multiple appointment locations
- 2:15 pm - 2:30 pm 15m
Multiple appointment locations
- 2:30 pm - 2:45 pm 15m
Multiple appointment locations
- 2:45 pm - 3:00 pm 15m
Multiple appointment locations

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Change Appointment Duration

If the student wants more than 15 minutes for the meeting, they click on the *Change duration* link under *Date and Time*.

↑ Schedule Appointment



Don Maitz

Faculty Advisor, Instructor, Primary Advisor

Does this look correct?

Date and Time

Friday, October 08

2:00 pm – 2:15 pm

[Change duration](#)



Reason for Visit

Other - general [Change](#)

If you want, tell us a little bit about what's going on so we can help

Location *

Zoom

[BACK](#)

CONFIRM

Change Appointment Duration

From there, the student selects the amount of time and clicks **SAVE**.

↑ Schedule Appointment



Don Maitz

Faculty Advisor, Instructor, Primary Advisor

How long do you want to meet for?

15 minutes

30 minutes

45 minutes

1 hour

[CANCEL](#)

SAVE

Change Appointment Duration

The newly-selected duration shows on the confirmation page under **Date and Time**. The student clicks the **CONFIRM** button to finish scheduling the meeting.

↑ Schedule Appointment



Don Maitz

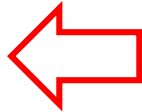
Faculty Advisor, Instructor, Primary Advisor

Does this look correct?

Date and Time

Friday, October 08
2:00 pm - 2:30 pm

[Change duration](#)



Reason for Visit

Other - general [Change](#)

If you want, tell us a little bit about what's going on so we can help

Location *

Zoom

[BACK](#)

CONFIRM

Change Appointment Duration

The calendar owner has two 15-minute slots taken (in this particular example) by the single student on their calendar.

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week Schedule

Fri, 10-08-2021

12:00 pm	
:15	
:30	
:45	
1:00 pm	
:15	
:30	
:45	M/W/F Office Hours
2:00 pm	Starr, Roongo (2:00 pm)
:15	
:30	+ Sign Up
:45	+ Sign Up
3:00 pm	
:15	
:30	