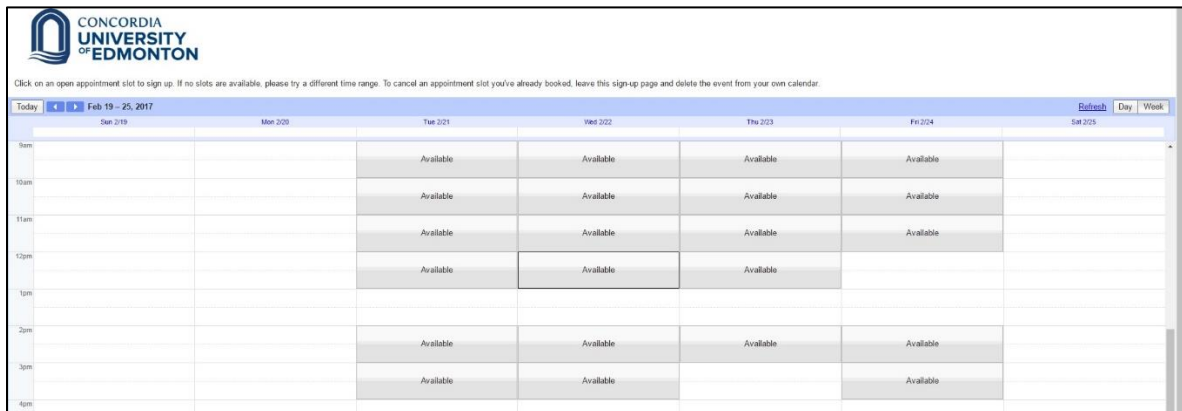


## Booking a time slot for Counselling

1. Check the counsellor availability using [this link](#), or using your smartphone, scan the QR code below.



2. You will be prompted to log-in to your Concordia Google account (if you are not already logged-in).

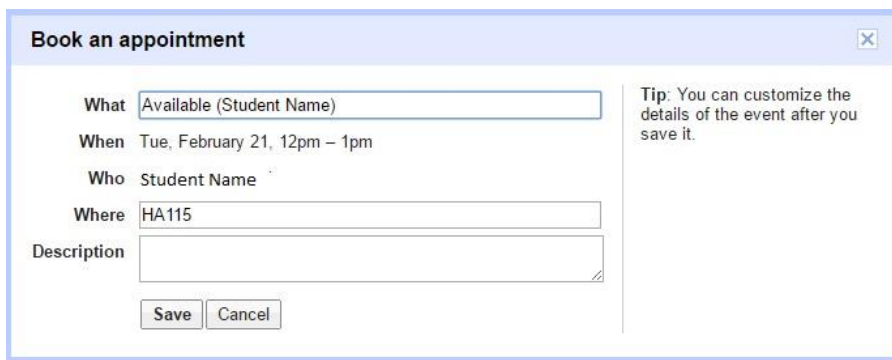


CONCORDIA UNIVERSITY OF EDMONTON

Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today	Feb 19 - 25, 2017	Mon 20/17	Tue 21/17	Wed 22/17	Thu 23/17	Fri 24/17	Sat 25/17
9am			Available	Available	Available	Available	
10am			Available	Available	Available	Available	
11am			Available	Available	Available	Available	
12pm			Available	Available	Available		
1pm							
2pm			Available	Available	Available	Available	
3pm			Available	Available		Available	
4pm							

3. Click on an available time slot.



**Book an appointment**

What: Available (Student Name)

When: Tue, February 21, 12pm – 1pm

Who: Student Name

Where: HA115

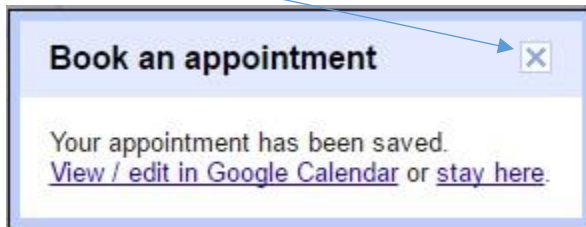
Description:

Tip: You can customize the details of the event after you save it.

Save Cancel

4. Click on **Save** to confirm your booking request, otherwise, click on **Cancel**.

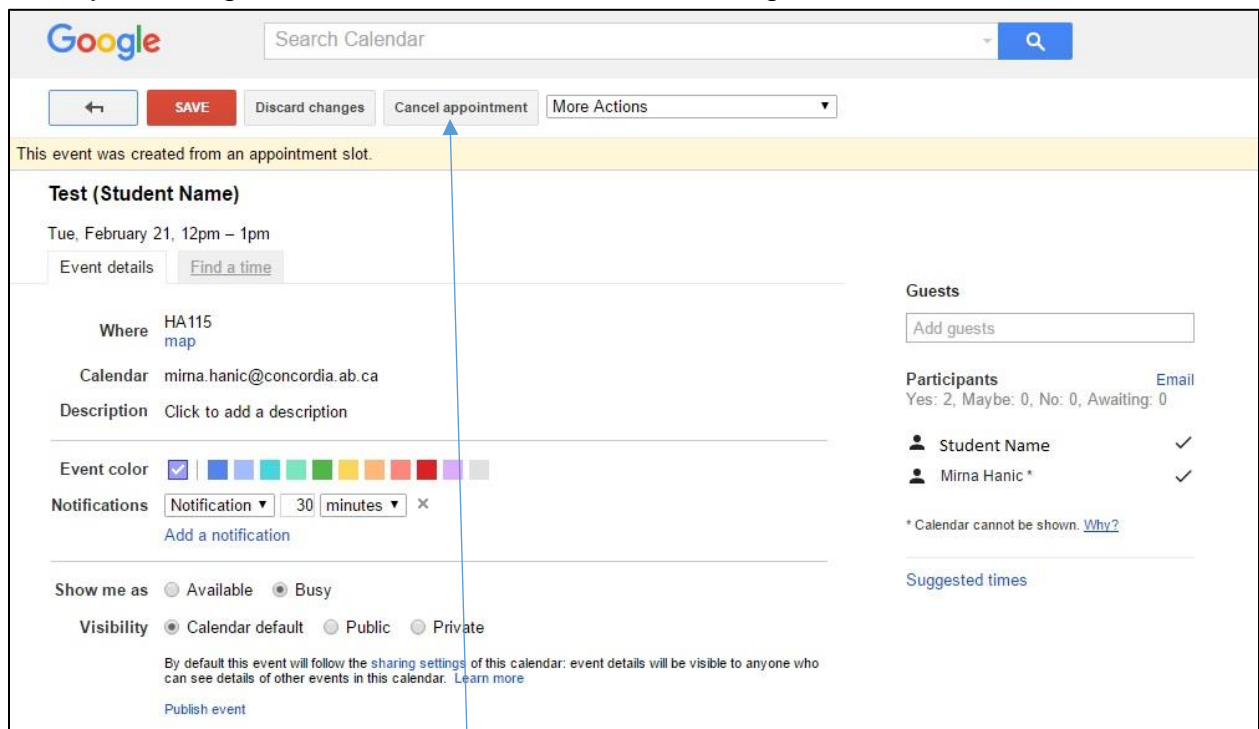
5. Close the pop-up screen to finish with your booking.



6. You can check your own Google calendar to verify the time slot that you have booked.

## Cancelling an Appointment

1. From your Google calendar, click on the event booking.



2. Simply click on **Cancel appointment**.