



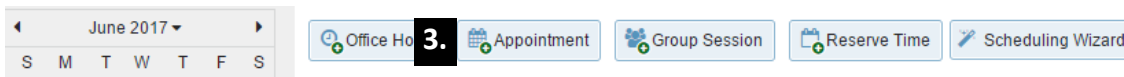
## Adding and Cancelling Appointments in MavCONNECT

### Why should I add an appointment?

In addition to students scheduling appointments online, you can schedule students directly on your MavCONNECT calendar. These instructions also apply to adding students to another person's MavCONNECT calendar if you are a calendar manager. Once the appointment is added, the student will receive a confirmation email and a reminder email of the appointment.

### How do I add an appointment?

1. Go to **www.mnsu.edu/mavconnect**, click **log-in**, and **log-in** with your StarID and password
2. Under the three-line navigation button/menu on the top left-side of the page, click **Appointments**.
3. Click the **Appointment** button (next to **Office Hours**).



4. Select your **Student**. You can start typing the student's StarID, TechID or name find the student.
5. Select the **start date**. Enter the **start time** and **end time**.
6. Select the **location** of the meeting.

**\*\*If no locations are listed, you should add one under your profile in MavCONNECT. Go to the three line navigation button, click on your name, and find appointment preferences to add your available appointment locations.**

7. Select the **Reason** associated to the meeting.
8. Hit the **Submit** button
9. Your appointment will now appear in your MavCONNECT calendar, and you will receive an email with a calendar attachment in Outlook.

**Add Appointment** Never Mind Submit

Scheduling Outcomes SpeedNotes

**Calendar** **My Calendar**

**With**

\* People in ☒ Active terms ☐ All terms

\* Student

\* When   to

\* Where

\* Reason

Course

\* Sharing ☒ Shared ☐ Private

**Permissions:** Please select a reason to see who else can view this shared appointment.

\* Required fields

**Detailed Description**  
Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

**8.**

A&S Advising > New Transfer to UC (60 mins)  
Academic concerns (30 mins)  
Degree requirements (30 mins)  
Graduation check (30 mins)  
Interested in New Major (30 mins)  
Mandatory First-Year Student Advising Appointment (30 Min)  
Other (30 mins)  
Registration/course planning (30 mins)  
Athletics Academic Services > Academic Advising  
Life Skills  
Tutoring  
Academic Planning  
CEAS Advising > Academic Concerns  
Change of Major/Help Choosing My Major

## Can I cancel a MavCONNECT appointment by declining a Meeting Request in Outlook?

No. MavCONNECT will not know that you have declined the MavCONNECT appointment. **You must cancel any student appointments within MavCONNECT.**

## How do I cancel an appointment?

1. Go to [www.mnsu.edu/mavconnect](http://www.mnsu.edu/mavconnect), click log-in, and log-in with your StarID and password
2. Under the three-line navigation button/menu on the top left-side of the page, click **Appointments**.
3. Click **Appointments** from the menu.
4. Navigate to the **student appointment** you wish to cancel.
5. Hover over the **calendar icon**. Click **Cancel** from the pop-up.

**5.**



**Jacqueline Dreyling**

**DETAILS** **PERSON INFO**

on 07-20-2017 at 11:30 am  
French Hall-West  
Making my schedule for Fall 2017

Outcomes Edit Cancel View

6. Send a message to the student explaining why the appointment was canceled and if they should reschedule.
7. Click the **Submit** button. The student will receive the notification of the cancellation. You will also receive confirmation of the cancellation via Outlook.


 

**Cancel Appointment**

Are you sure you want to cancel your 11:30 AM appointment with Dreyling, Jacqueline?

You can send this person a message explaining why you have to cancel. This message will be saved with the appointment notes:

I have a scheduling conflict. Please log back into Starfish to make another appointment.

 Required fields

7.

Never Mind

Submit

8.