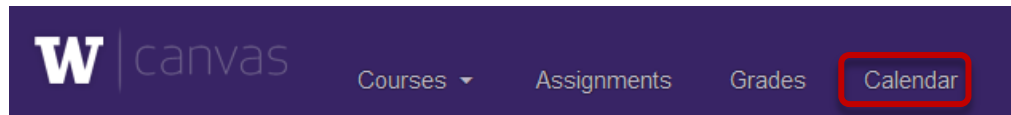
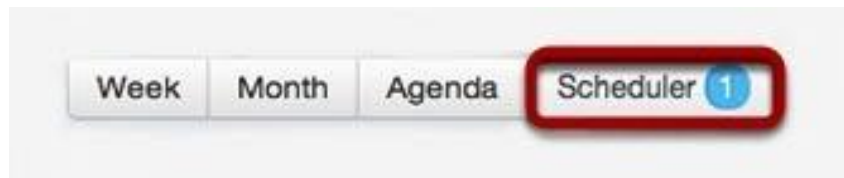


# Using the Scheduler



Go to the **Calendar** tab on your canvas page. You will see number next to the **Scheduler** button that represents the number of appointments you have not yet signed up for. Click the **Scheduler** button.



## View Appointments



Select the appointment you wish to sign up for by clicking the appointment title.

## Sign Up For Appointment Slot

|      |   |  |
|------|---|--|
| 9am  |   |  |
| 10am |   | 10:00 - Virtual Offi<br>10:30 - Virtual Offi |
| 11am | 1 | 11:00 - Virtual Offi<br>11:30 - Virtual Offi |
| 12pm |   | 12:00 - Virtual Offi<br>12:30 - Virtual Offi |
| 1pm  |   | 1:00 - Virtual Offic<br>1:30 - Virtual Offic |
| 2pm  |   |  |

Click the appointment [1] to sign up for an appointment slot.

# Reserve Slot

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## Virtual Office Hours

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Dec 17, 12pm - 12:30pm

**Calendar** [Psychology 101](#)

**Details** Come talk to me about your final projects.

**Slots** 1  
available

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[Reserve](#) 

Click the **Reserve** link to sign up for the appointment.

# View Reservation

[Virtual Office Hours](#)  
Psychology 101  
Come talk to me about your final projects.

You're signed up for  
Dec 17, 12pm - 12:30pm

You will get a note saying what time slot you signed up for. Click the **Calendar** link in the Global Navigation to view your appointment.

# View Appointment via Calendar

17

12p Virtual Office  
Hours

Your appointment will appear in the calendar