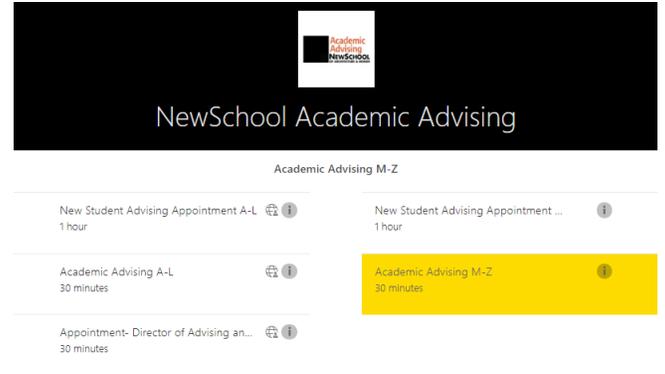
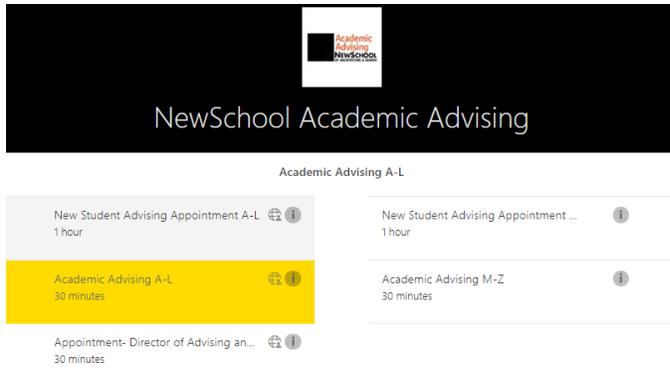


How to Make an Appointment in Microsoft Bookings Guide

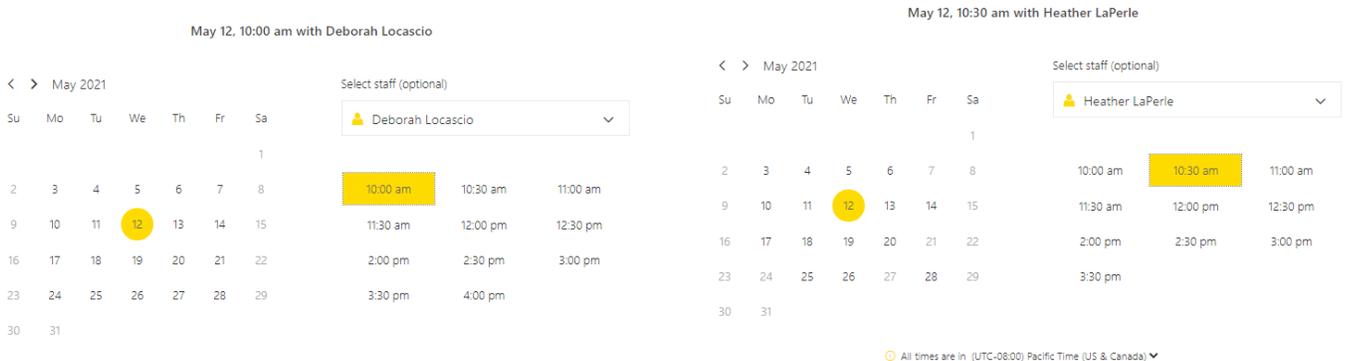
Academic Advising will now be using Microsoft Bookings to schedule appointments. There is only one link to book an appointment with any member of the Academic Advising Team- <https://tinyurl.com/academicadvisingappointments>

Scheduling an appointment just got easier, follow the instructions below:

1. Make sure you are logged into your NewSchool Student Microsoft 365 Account then click on <https://tinyurl.com/academicadvisingappointments>
2. Click Academic Advising A-L or M-Z



3. Select your Academic Advisor's name- Deborah Locascio (A-L) or Heather LaPerle (M-Z)
4. Click on a date to view open appointment times



5. Enter in Your Details and Additional Information (Name, NewSchool Email, Student ID, Degree Program) then click yellow Book button

Add your details

Taylor Test

Please let us know if you have any special requests. Thank you.

taylor.test@student.newschoollarch.edu

Notes (optional)

Provide additional information

Student ID

B00123456

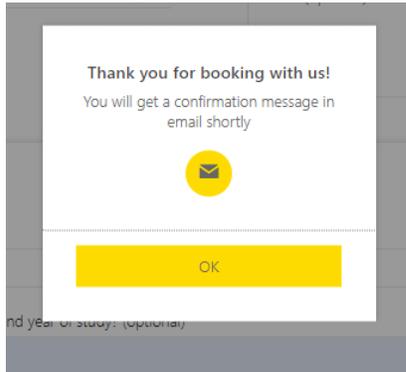
What is your degree program and year of study?

BARCH

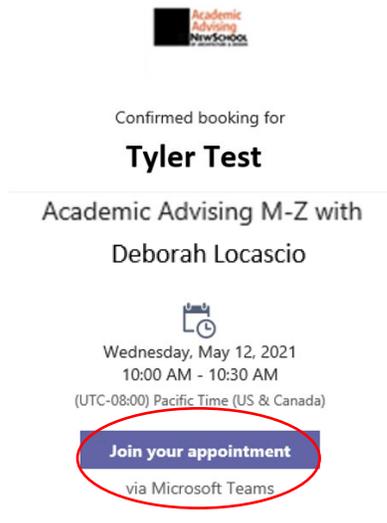
Book

How to Make an Appointment in Microsoft Bookings Guide

- Once you book your appointment, you will receive a confirmation message letting you know you will receive an email confirmation



- The email confirmation will contain a purple *Join your appointment* button and your appointment will be added to your Teams calendar. You can use either to join the Teams meeting for your appointment.



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



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