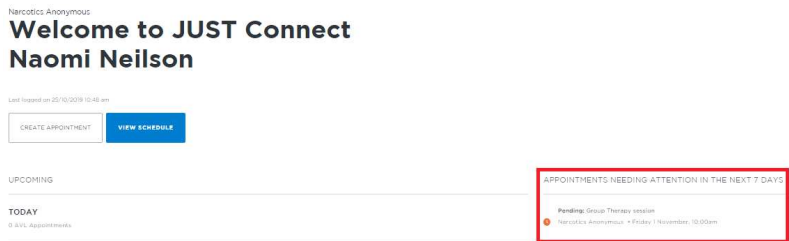
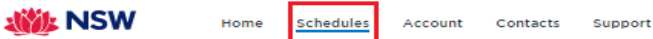
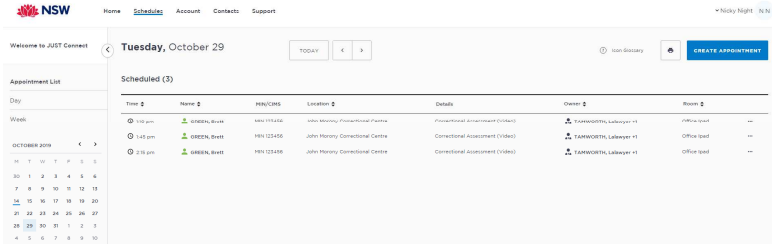
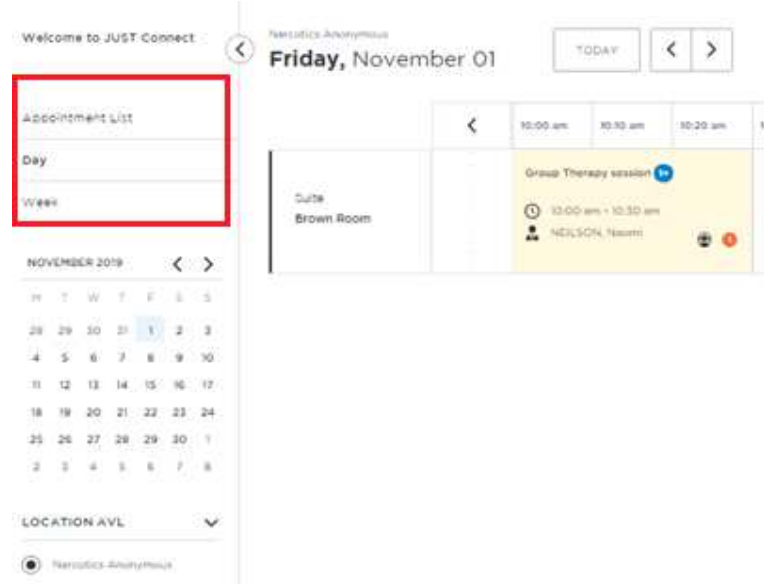


JUST Connect and Video Conferencing

Managing and editing existing appointments (Admin Staff)

Step	Action – Managing and editing existing appointments
1	Log into your JUST Connect account
2a	Pending appoints to be reviewed within the next 7 days will appear on the right. To manage an appointment, click the appointment 
2b	If the appointment is not located on the main page, click the schedules tab at the top menu. 
3	In the schedules menu. You will be presented with a list of the days appointments for your firm. 

Step	Action – Managing and editing existing appointments
4	Using the arrow keys, you may select a list of each days appointments. 
5	Alternative, you may select the day or week view by selecting it from the left hand menu. This will show a calendar view of your locations daily or weekly appointments. 
6	Once you have found the appointment you wish to update or cancel. You can click on that appointment to see additional information regarding that booking; such as the <i>time</i>, <i>attendees</i>, and a <i>history</i> of the changes that have been made.

JUST Connect and Video Conferencing

Managing and editing existing appointments (Admin Staff)

Step	Action – Managing and editing existing appointments
7	To <i>cancel</i> the appointment. Click the cancel appointment button in the top right of the screen. 
8	To <i>edit</i> the appointment, click the edit appointment button in the top right of the screen. 
9	Once the edit appointment button has been selected, you will be taken to the screen that will allow you to change the appointment details. For further information about changing these details, please refer to QRG - Create Appointments quick reference guide on the support page.