

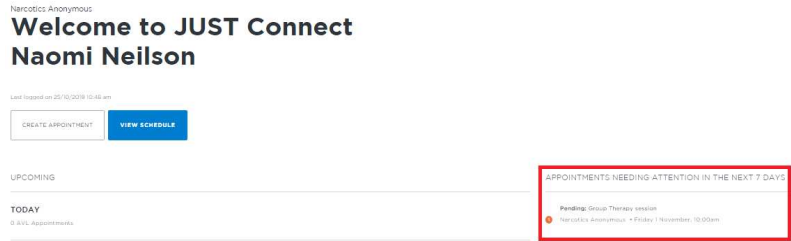
JUST Connect and Video Conferencing

Managing and editing existing appointments (Admin Staff)

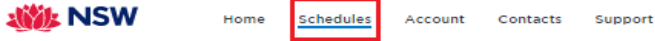
Step Action – Managing and editing existing appointments

1 Log into your JUST Connect account

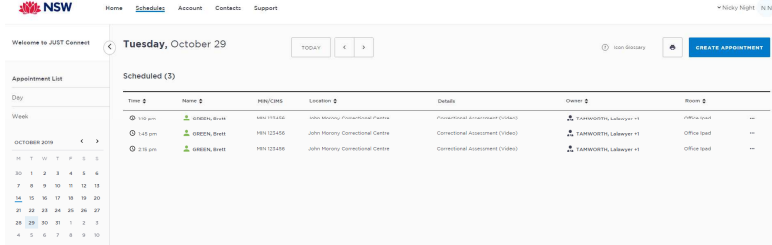
2a Pending appoints to be reviewed within the next 7 days will appear on the right. To manage an appointment, click the appointment



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.



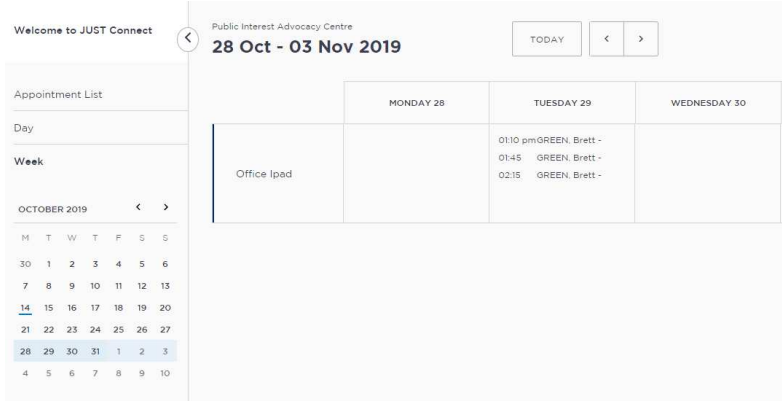
Time	Name	ID/ID#	Location	Details	Owner	Room
1:00 pm	GREEN, Brett	888122480	John Healey Correctional Centre	Correctional appointment (1800)	TAMAGOODIN, Libbyanne	Office Ipod
1:45 pm	GREEN, Brett	888122480	John Healey Correctional Centre	Correctional appointment (1800)	TAMAGOODIN, Libbyanne	Office Ipod
2:15 pm	GREEN, Brett	888122480	John Healey Correctional Centre	Correctional appointment (1800)	TAMAGOODIN, Libbyanne	Office Ipod

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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.





	MONDAY 28	TUESDAY 29	WEDNESDAY 30
Office Ipod		01:10 pm GREEN, Brett - 01:45 GREEN, Brett - 02:15 GREEN, Brett -	

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 *time*, *attendees*, and a *history* of the changes that have been made.

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