

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

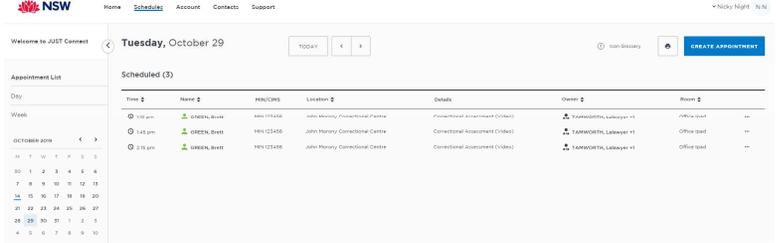
2a Pending appoints to be reviewed within the next 7 days will appear on the right. To manage an appointment, click the appointment



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.

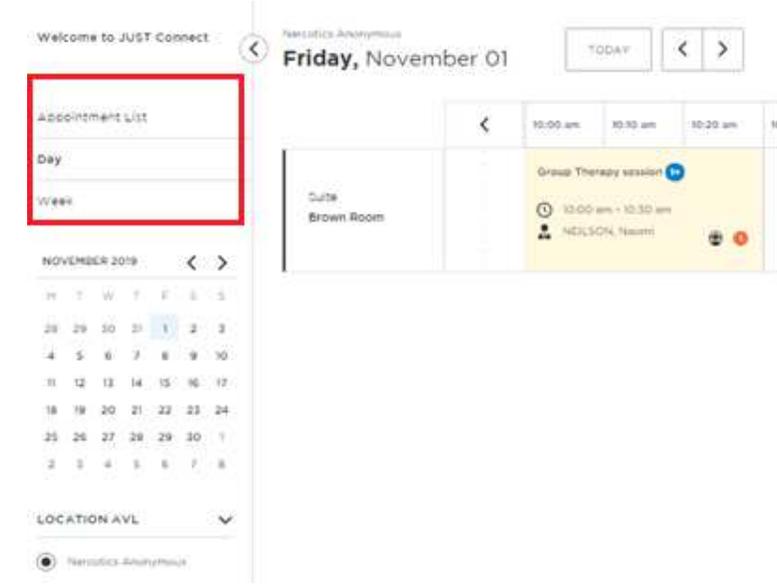


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4 Using the arrow keys, you may select a list of each days appointments.



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.



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 quick reference guide on the support page.</p>