

How to Schedule or Cancel an Appointment

NYU Connect

Scheduling an Appointment

- Follow the link to schedule an appointment via [NYU Connect](#). You will see your connection's schedule. Select why you want to meet and click "Continue".
 - If you do not have a link to schedule, log into NYU Connect and find the person you want to schedule with; click on their name and then the "Schedule" button on the left of their Profile. Select why you want to meet and click "Continue".
- Select a date and time.
- Complete any final details and click "Confirm".

Cancelling an Appointment

- In [NYU Connect](#), select "Upcoming".
- Find the appointment you need to cancel and click "Make a change to this appointment".
- Click on the "Cancel this appointment" link and confirm your cancellation on the following page.

