How to Schedule or Cancel an Appointment

NYU Connect

**Scheduling an Appointment**

1. 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”.
   a. 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”.

2. Select a date and time.

3. Complete any final details and click “Confirm”.

** Cancelling an Appointment**

1. In [NYU Connect](#), select “Upcoming”.

2. Find the appointment you need to cancel and click “Make a change to this appointment”.

3. Click on the “Cancel this appointment” link and confirm your cancellation on the following page.