



2. On the details pop out, click edit.

**MANAGE APPOINTMENT** [X]

**UAS: Academic Advising**

**All Attendees**

add new remind message

**You (Organizer)**

cancel remind message

**Appointment Details** [ edit ]

<b>WHEN</b> <b>Fri Oct 21, 2022</b> 9:30am - 10:00am ET	<b>TYPE</b> One Time Appointment
<b>WHERE</b> Boca Raton Campus	<b>CARE UNIT</b> Advising Services (Advising below 45 credits)
<b>SERVICE</b> UAS: Academic Advising	<b>MEETING TYPE</b> In-person
<b>COURSE</b> N/A	<b>PHONE NUMBER</b> 561-297-3064
<b>COMMENTS</b> None	

Cancel Appointment Close

3. On the appointment schedule page, click on the X to clear the current advisor from the Select An Organizer box.



4. Select the new advisor for the meeting. You may need to use the Unlock Times With Conflicts in the Availabilities? Drop down box if the new advisor has conflicts during the assigned time. Select the current time slot for the appointment.



**For: Appointments** Mon-Fri 2:30pm - 4:00pm ET (October 31, 2022 - November 4, 2022)  
**For: Appointments** Mon-Tue, Thu 10:00am - 3:00pm ET (October 24, 2022 - October 27, 2022)  
**For: Appointments** Wed 10:00am - 3:00pm ET (October 26, 2022 - October 26, 2022)  
**For: Appointments** Tue 10:00am - 11:30am ET (October 5, 2022 - December 16, 2022)  
**For: Appointments** Wed 9:00am - 10:30am ET (October 5, 2022 - December 16, 2022)  
**For: Appointments** Wed 2:30pm - 3:30pm ET (October 5, 2022 - December 16, 2022)  
**For: Appointments** Thu 9:00am - 10:30am ET (October 19, 2022 - December 16, 2022)

Choose A Time To Meet

Length: 30 min Availabilities?: **Unlock Times With Conflicts**

TIME SLOT	10/16 (SUN)	10/17 (MON)	10/18 (TUE)	10/19 (WED)	10/20 (THU)	
6:00am - 6:30am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:30am - 7:00am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00am - 7:30am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:30am - 8:00am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00am - 8:30am ET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30am - 9:00am ET	<input type="checkbox"/>	<b>BUSY</b>	<b>CONFLICTS</b>	<b>BUSY</b>	<input type="checkbox"/>	<b>BUSY</b>
9:00am - 9:30am ET	<input type="checkbox"/>	<b>CONFLICTS</b>	<input type="checkbox"/>	<b>CONFLICTS</b>	<b>BUSY</b>	<b>BUSY</b>
9:30am - 10:00am ET	<input type="checkbox"/>	<b>CONFLICTS</b>	<b>CONFLICTS</b>	<b>CONFLICTS</b>	<b>CONFLICTS</b>	<input checked="" type="checkbox"/> <b>BUSY</b>
10:00am - 10:30am ET	<input type="checkbox"/>	<b>CONFLICTS</b>	<b>CONFLICTS</b>	<b>CONFLICTS</b>	<b>CONFLICTS</b>	<b>BUSY</b>

Show Availabilities for This Course/Service  
 Show All Availabilities  
 Unlock Non-Available Times  
 **Unlock Times With Conflicts**

5. Click Save Appointment to finalize reassigning the appointment.

Repeat

Does not repeat ▼

**Save Appointment** Cancel