Scheduling Appointments

1. Locate users in Connections or Services. Click the arrow next to their name, and select Schedule.

2. Select what you need help with or the main reason for the meeting.

3. Choose the day and time that works for you, based on the availability of the user’s calendar.

4. Confirm your appointment details and tell us a little bit about what you would like to discuss in the meeting.

- Click here for more information on BlueStar
- Visit the Student Success website to learn about the many resources that are available to help you succeed at DePaul