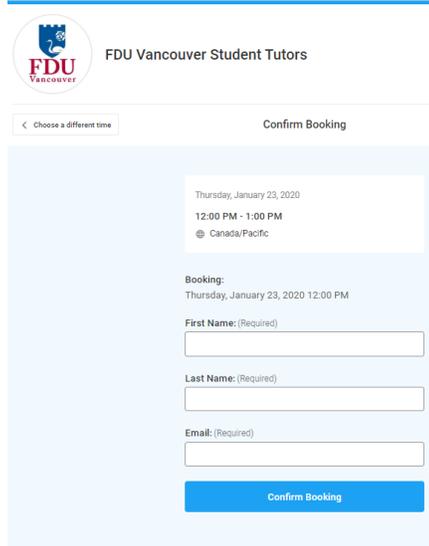


STEP 03

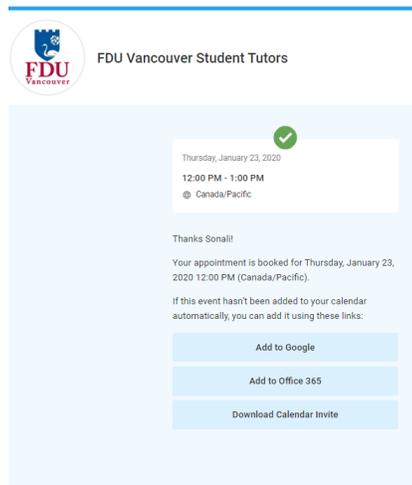
Fill out the form without using an abbreviation or nickname. Click on [Confirm Booking](#) to complete the booking



The screenshot shows the 'Confirm Booking' page for FDU Vancouver Student Tutors. At the top left is the FDU Vancouver logo. The page title is 'Confirm Booking'. Below the title is a navigation link '< Choose a different time'. The main content area displays the booking details: 'Thursday, January 23, 2020', '12:00 PM - 1:00 PM', and 'Canada/Pacific'. Below this, the word 'Booking:' is followed by the date and time 'Thursday, January 23, 2020 12:00 PM'. There are three required input fields: 'First Name: (Required)', 'Last Name: (Required)', and 'Email: (Required)'. At the bottom of the form is a blue button labeled 'Confirm Booking'.

STEP 04

The [booking confirmation](#) page will verify the appointment



The screenshot shows the booking confirmation page for FDU Vancouver Student Tutors. At the top left is the FDU Vancouver logo. The page title is 'Confirm Booking'. Below the title is a navigation link '< Choose a different time'. The main content area displays the booking details: 'Thursday, January 23, 2020', '12:00 PM - 1:00 PM', and 'Canada/Pacific'. A green checkmark icon is visible above the date. Below this, the text 'Thanks Sonali!' is followed by 'Your appointment is booked for Thursday, January 23, 2020 12:00 PM (Canada/Pacific)'. Below that, it says 'If this event hasn't been added to your calendar automatically, you can add it using these links:'. There are three buttons: 'Add to Google', 'Add to Office 365', and 'Download Calendar Invite'.

STEP 05

A **confirmation email** will be sent to the email address provided. **Modify, cancel, or reschedule the booking through the confirmation email**

Wed 1/22/2020 1:35 PM

 YouCanBook.me <notifications@youcanbook.me>
[External]Your Booking

To: Sonali A. Hoheisel

 [Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Sonali,

Thanks for booking your appointment on Wednesday, January 29, 2020!

Here are the details for your records...

Booking starts: Wednesday, January 29, 2020 9:30 AM

Duration: 30 minutes

Reference: HYRR-SLLP-TFA

Student ID: 1737277

Last Name: Hoheisel

First Name: Sonali

Student Email: hoheisel@osu.edu

Meeting Type: Schedule Online Appointment

Program: Graduate

Course (Name & Code): MADS6601

Professor's Name: Tavengwa

Reason for Appointment: I would like to work on my group project

Team member : Sonali A. Hoheisel

If this event hasn't been added to your calendar automatically, you can add it using these links:

[ADD TO GOOGLE](#) [ADD TO OFFICE365](#) [DOWNLOAD CALENDAR INVITE](#)

[Click here to cancel this booking](#)

[Click here to reschedule this booking](#)