



## Managing Your ISSS Advising Appointment (via Bookings)

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### On-Screen Appointment Confirmation

After scheduling an ISSS advising appointment, a message will pop up confirming you successfully booked an appointment.

**Thank you for booking with us!**

You will get a confirmation message in  
email shortly





OK

After clicking ok, you will be brought to a screen with the appointment details. From this screen, you can reschedule, cancel, and book another appointment.

#### International Student & Scholar Services

Upcoming booking for  
TEST

General ISSS Student Advising Session with ISSS Advisor  
Free

  
Thursday, December 23, 2021  
7:00 am (30 minutes)  
  
Virtual Appointment

Reschedule

Cancel booking

New booking

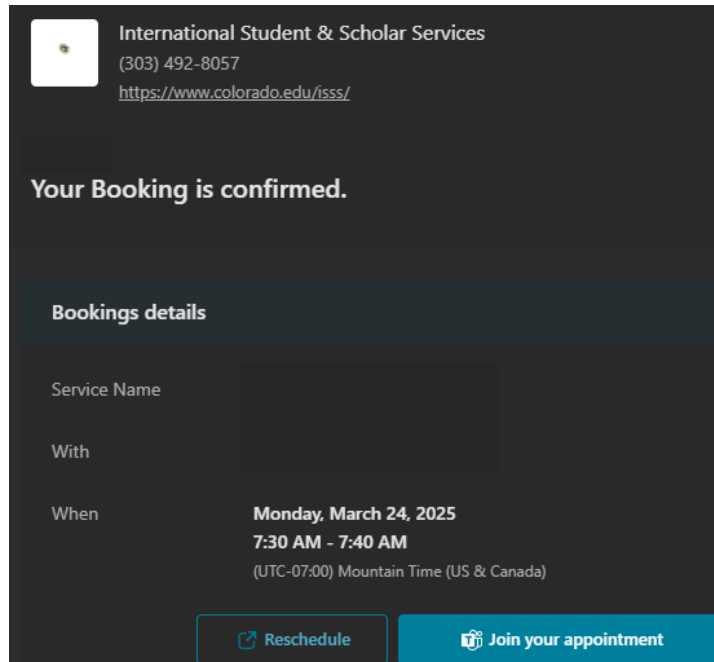
⌚ All times are in (UTC-07:00) Mountain Time (US & Canada)

## Appointment Confirmation Email

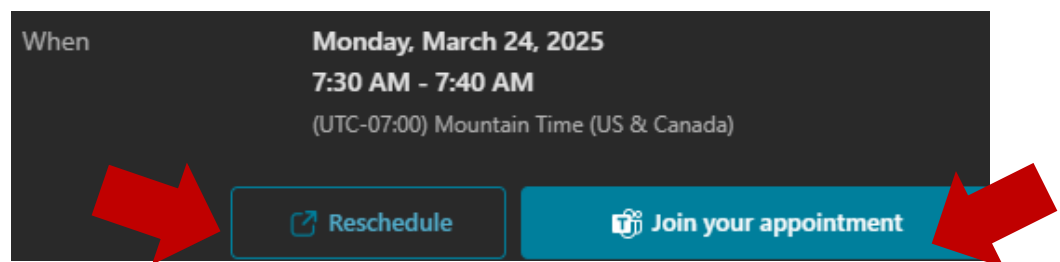
After successfully booking an appointment, you will also receive a confirmation email with the appointment details and a calendar invite for the appointment.



The email indicates your Booking is confirmed and includes the Bookings details for your appointment.



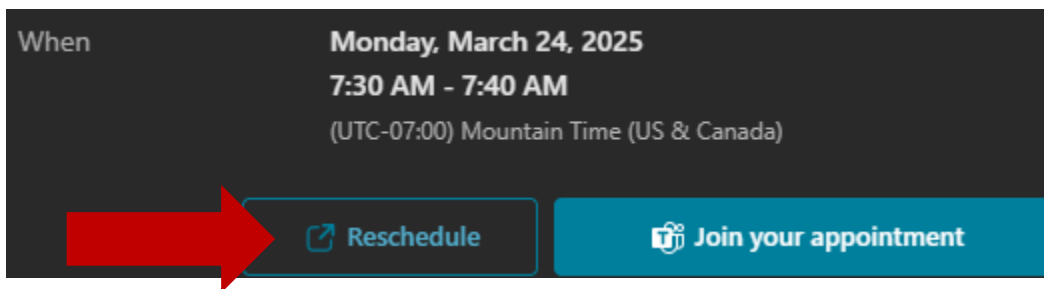
After the information about *when* your appointment is, there are two links—one to reschedule your appointment and another to join your appointment.



- From the Reschedule link, you can reschedule, cancel, and book another appointment.
- You will use the Join your appointment link to join your appointment on the day of your appointment at your scheduled time.

### *Canceling Your Appointment from the Appointment Confirmation Email*

From the appointment confirmation email, click on **Reschedule**.



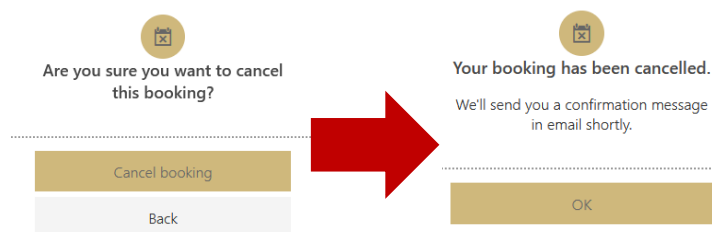
You will be brought to the appointment details screen (from when you first booked the appointment).

- From this screen, you can reschedule, cancel, and book another appointment.

Select **Cancel booking**.



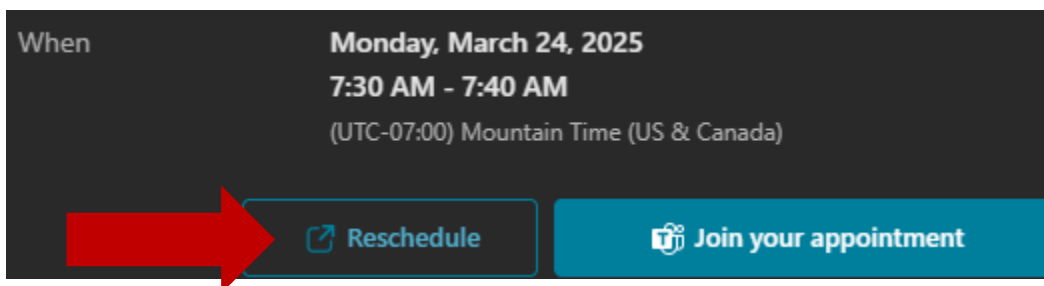
You will be asked to confirm you would like to cancel the appointment. Click **OK**.



You will receive an email confirmation of the cancellation.

### *Rescheduling Your Appointment from the Appointment Confirmation Email*

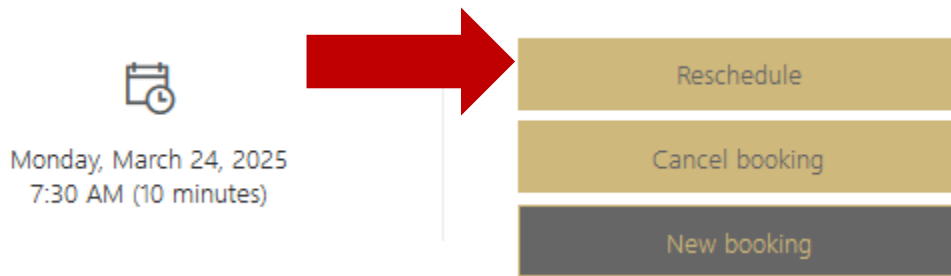
From the appointment confirmation email, click on **Reschedule**.



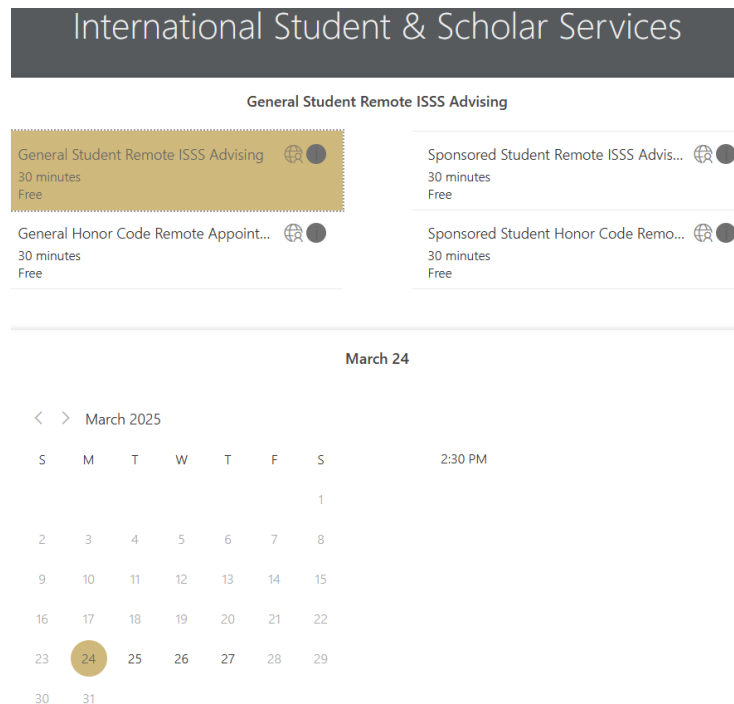
You will be brought to the appointment details screen (from when you first booked the appointment).

- From this screen, you can reschedule, cancel, and book another appointment.

Select **Reschedule**.



You will be brought to the main [ISSS appointment booking page](#) to select a new appointment time.



After rescheduling your appointment, be sure to use the new appointment confirmation email and meeting invite to join the meeting.

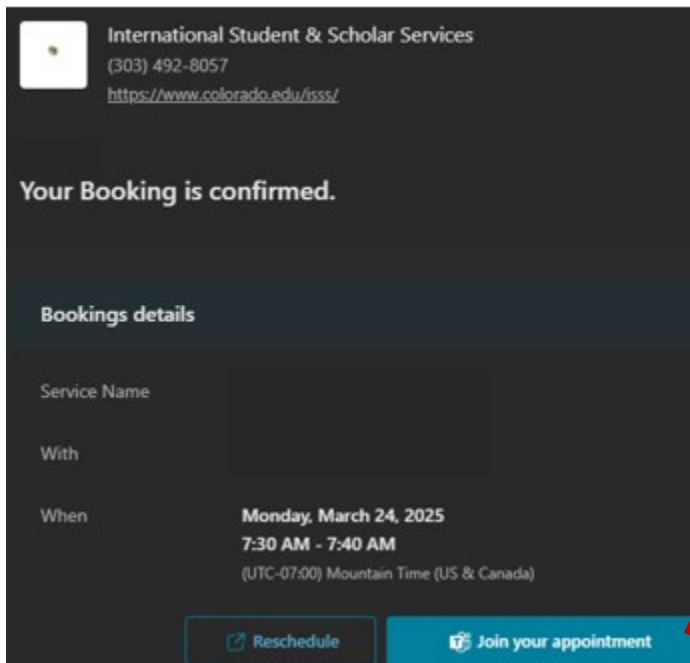
- If you use the old appointment information, the ISSS advisor will not join you in the meeting.

### *Joining your Appointment from the Appointment Confirmation Email*

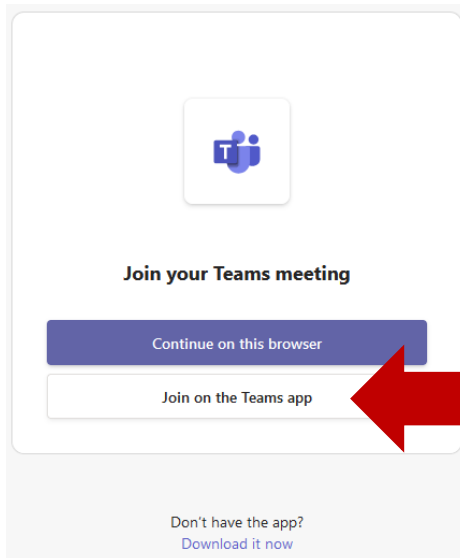
The ISSS appointment booking system is a Microsoft product that utilizes Teams for remote appointments. There can be issues joining appointments if you have not downloaded Teams on your device. ISSS recommends [downloading Teams](#) on your device prior to your appointment.

Open the appointment confirmation email you received when you booked the appointment.

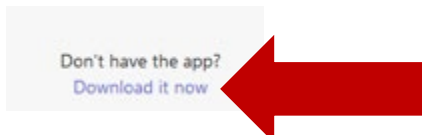
Click on **Join your appointment**.



Select **Join on the Teams app**.

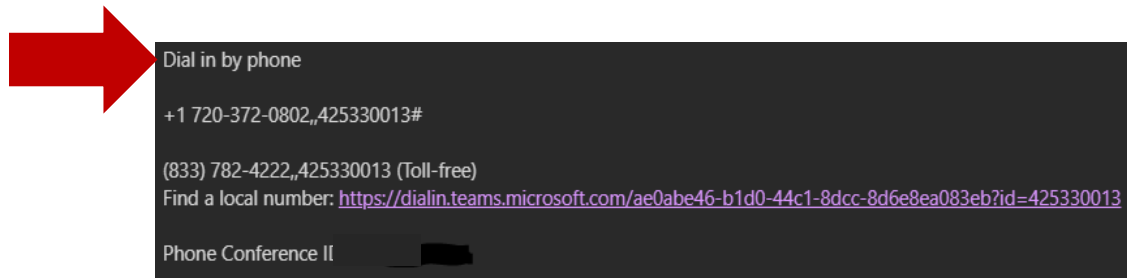


If you have not yet downloaded the Teams app, click on the **Download it now** link and then join the appointment using Teams.



If after downloading Teams you are unable to join a meeting, open the meeting **calendar invite** and try **dialing in by phone**.

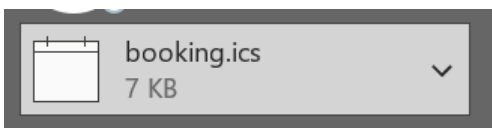
- The phone dial in information appears in the calendar invite after the join Teams meeting links.
- Be sure to enter the Phone Conference ID from *your* appointment confirmation email.



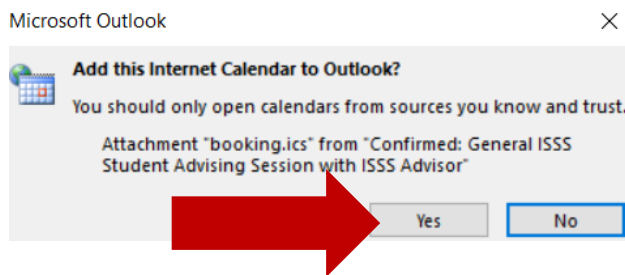
If after downloading Teams and trying to dial in by phone, you are still unable to join a meeting, [contact ISSS](#) for assistance [(303) 492-8057].

## Appointment Calendar Meeting Invite

The appointment confirmation email also includes a calendar invite attachment for the scheduled appointment.



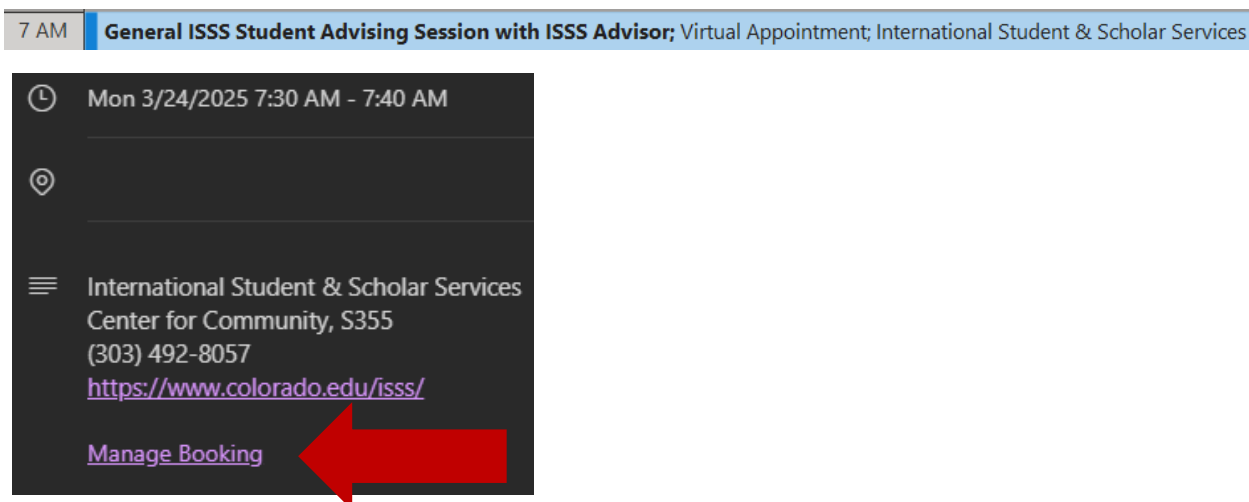
Double-click on the attachment to have the appointment added to your calendar.



- The calendar invite includes a link to join the meeting on a mobile device, a link to join the meeting using another device, and phone dial in information.

## Canceling Your Appointment from the Calendar Meeting Invite

Click into the appointment on your calendar, the appointment details will be displayed including a link to manage the booking.



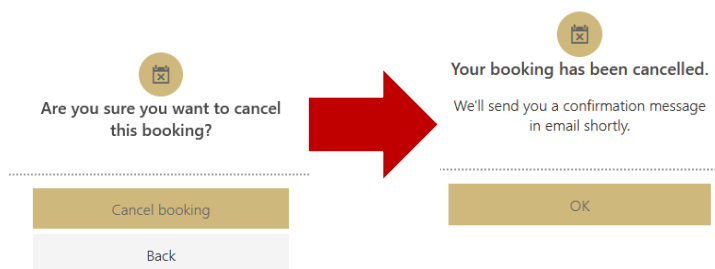
Click on the **Manage Booking** link to be access the appointment details screen (from when you first booked the appointment).

- From this screen, you can reschedule, cancel, and book another appointment.

Select **Cancel booking**.



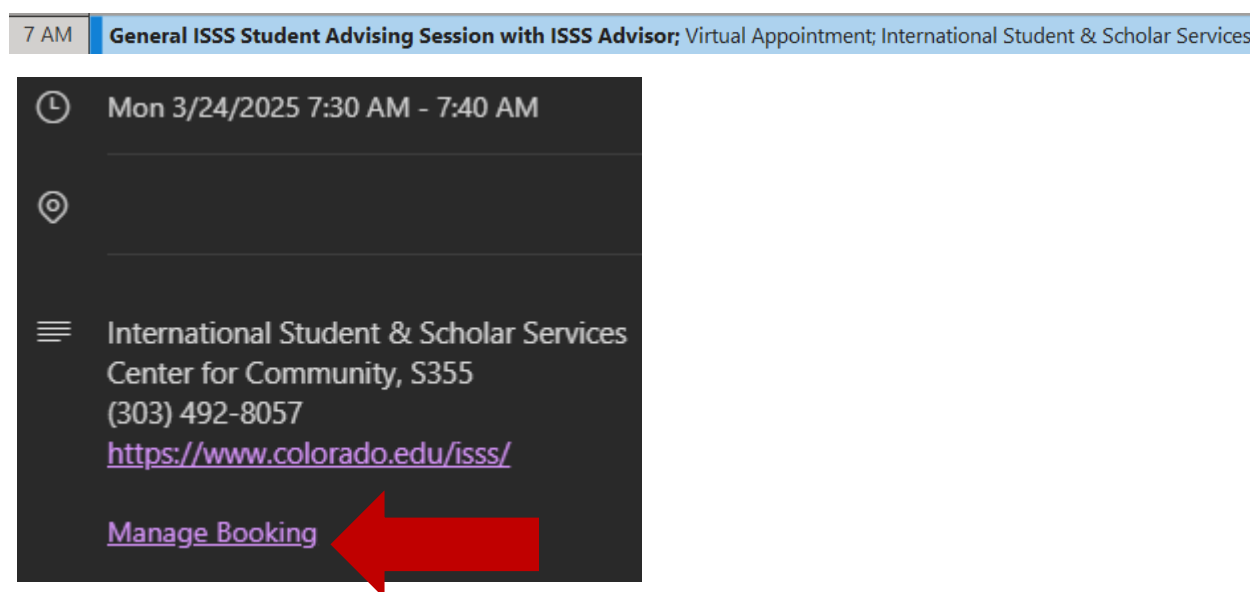
You will be asked to confirm you would like to cancel the appointment. Click **OK**.



You will receive an email confirmation of the cancellation.

### *Rescheduling Your Appointment from the Calendar Meeting Invite*

Click into the appointment on your calendar, the appointment details will be displayed including a link to manage the booking.



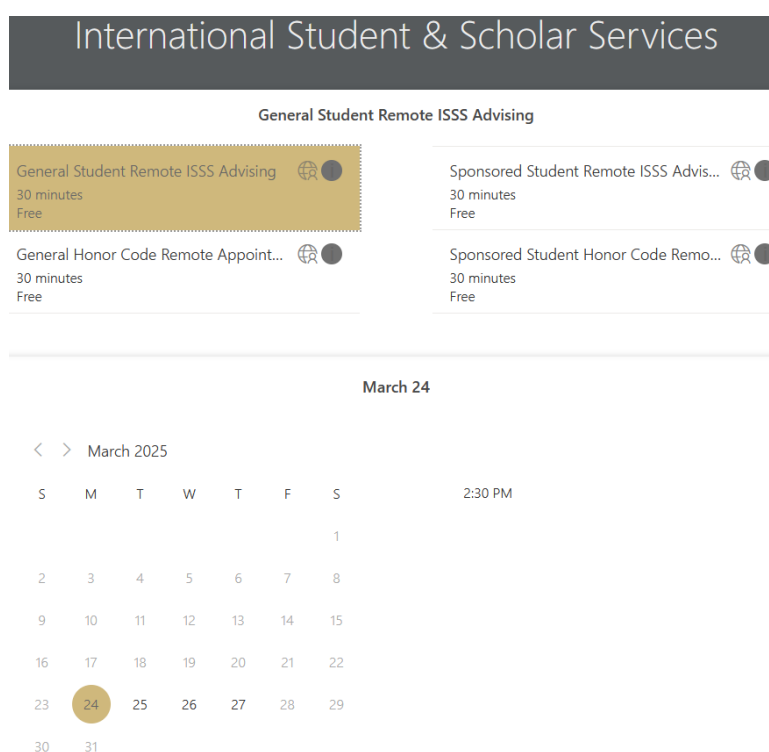
Click on the **Manage Booking** link to access the appointment details screen (from when you first booked the appointment).

- From this screen, you can reschedule, cancel, and book another appointment.

Select **Reschedule**.



You will be brought to the main [ISSS appointment booking page](#) to select a new appointment time.



After rescheduling your appointment, be sure to use the new appointment confirmation email and meeting invite to join the meeting.

- If you use the old appointment information, the ISSS advisor will not join you in the meeting.

### *Joining your Appointment from the Calendar Meeting Invite*

The ISSS appointment booking system is a Microsoft product that utilizes Teams for remote appointments. There can be issues joining appointments if you have not downloaded Teams on your device. ISSS recommends [downloading Teams](#) on your device prior to your appointment.



## Joining the Appointment Using a Web Browser

From the calendar appointment, **click on the appropriate Teams link**—mobile web browser link or another device link.

Mobile web browser  
link



Another device link



International Student & Scholar Services  
Center for Community, S355  
(303) 492-8057  
<https://www.colorado.edu/iss/>

[Manage Booking](#)

Join the Teams Meeting from your mobile web browser:  
[https://visit.teams.microsoft.com/webRTC-svc/api/route?tid=3ded8b1b-070d-4629-82e4-c0b019f46057&convId=19:meeting\\_OTNhhNmFhZTQtOTY0NC00OTIILWE1NzAtMzFiYjMzOTZhZWQ1@thread.v2&oid=6bbe6386-3733-43b9-8e5e-c78d8bc82718&JoinWebUrl=https%3a%2f%2fteams.microsoft.com%2f%2fmeetup-join%2f19%253ameeting\\_OTNhhNmFhZTQtOTY0NC00OTIILWE1NzAtMzFiYjMzOTZhZWQ1%2540thread.v2%2f0%3fcontext%3d%257b%2522tid%2522%253a%25223ded8b1b-070d-4629-82e4-c0b019f46057%2522%252c%2522oid%2522%253a%25226bbe6386-3733-43b9-8e5e-c78d8bc82718%2522%257d%26webjoin%3dtrue%26unified%3dtrue&bid=InternationalStudentScholarServices@colorado.edu&biz=08&aE=TRUE&ssid=kpsa9WOZPEmmwx95havV\\_w2](https://visit.teams.microsoft.com/webRTC-svc/api/route?tid=3ded8b1b-070d-4629-82e4-c0b019f46057&convId=19:meeting_OTNhhNmFhZTQtOTY0NC00OTIILWE1NzAtMzFiYjMzOTZhZWQ1@thread.v2&oid=6bbe6386-3733-43b9-8e5e-c78d8bc82718&JoinWebUrl=https%3a%2f%2fteams.microsoft.com%2f%2fmeetup-join%2f19%253ameeting_OTNhhNmFhZTQtOTY0NC00OTIILWE1NzAtMzFiYjMzOTZhZWQ1%2540thread.v2%2f0%3fcontext%3d%257b%2522tid%2522%253a%25223ded8b1b-070d-4629-82e4-c0b019f46057%2522%252c%2522oid%2522%253a%25226bbe6386-3733-43b9-8e5e-c78d8bc82718%2522%257d%26webjoin%3dtrue%26unified%3dtrue&bid=InternationalStudentScholarServices@colorado.edu&biz=08&aE=TRUE&ssid=kpsa9WOZPEmmwx95havV_w2)

If you're joining from another device, use the link below.

Microsoft Teams

Need help? <https://aka.ms/JoinTeamsMeeting?omkt=en-US>

Join the meeting now: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTNhhNmFhZTQtOTY0NC00OTIILWE1NzAtMzFiYjMzOTZhZWQ1%40thread.v2/0?context=%7b%22tid%22%3a%223ded8b1b-070d-4629-82e4-c0b019f46057%22%2c%22oid%22%3a%226bbe6386-3733-43b9-8e5e-c78d8bc82718%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTNhhNmFhZTQtOTY0NC00OTIILWE1NzAtMzFiYjMzOTZhZWQ1%40thread.v2/0?context=%7b%22tid%22%3a%223ded8b1b-070d-4629-82e4-c0b019f46057%22%2c%22oid%22%3a%226bbe6386-3733-43b9-8e5e-c78d8bc82718%22%7d)

Meeting ID: 288 931 666 30  
Passcode: gR6564kK

## Joining an Appointment By Dialing In By Phone

If you are unable to join the meeting using the links, try **dialing in by phone**.

- The phone information appears in the email after the join Teams meeting links.
- Be sure to enter the Phone Conference ID from your appointment confirmation email.



Dial in by phone

+1 720-372-0802,,425330013#

(833) 782-4222,,425330013 (Toll-free)

Find a local number: <https://dialin.teams.microsoft.com/ae0abe46-b1d0-44c1-8dcc-8d6e8ea083eb?id=425330013>

Phone Conference ID: [REDACTED]

If after downloading Teams and trying to dial in by phone, you are still unable to join a meeting, [contact ISSS](#) for assistance [(303) 492-8057].