SPS TUTORING PROGRAM
How to Cancel or Reschedule a Tutoring Appointment

DESKTOP INSTRUCTIONS

1. On the homepage, look at the menu on the left-hand side and click "more."

2. After clicking more, you should see "my meetings." Click this.
3. Now, you should be on your meeting scheduler page. Towards the upper right, you should see an arrow pointing to the left. This is a back button. Click this.

4. This brings you to your upcoming meeting page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.

**MOBILE PHONE INSTRUCTIONS**

1. On the Campus Groups (SPS Engage) mobile app, go to the "more" tab on the bottom right of the app.
2. Scroll down and click "more" once again.
3. Select "my meetings."
4. On the meeting schedulers page, select the arrow pointing to the left.
5. This brings you to your upcoming meeting page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.

(Screenshots below).

We hope this helps! If you have any questions, please email sps-tutoring@columbia.edu.