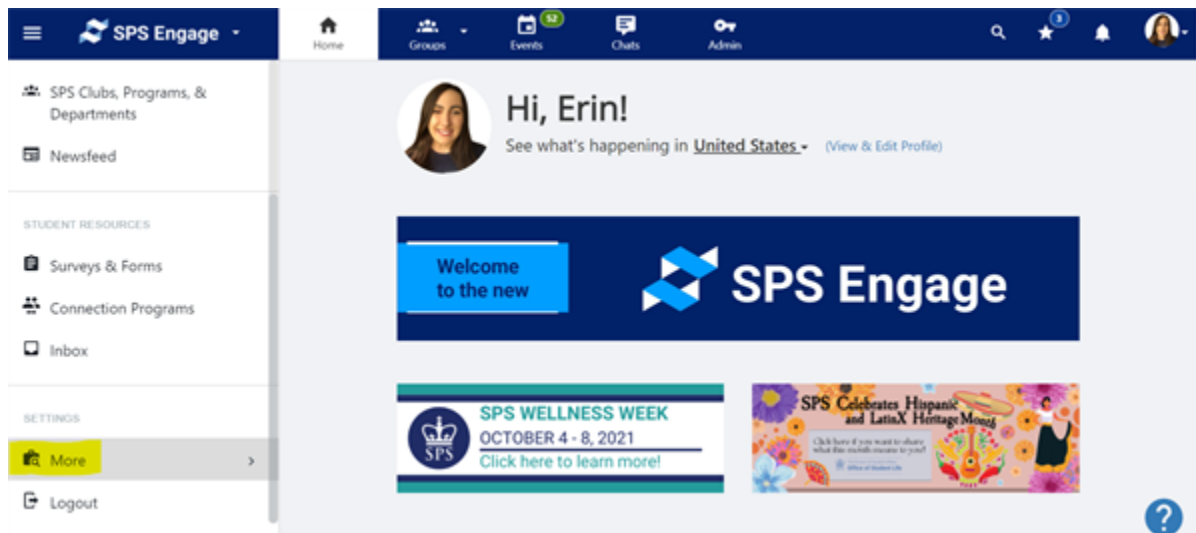


How to Cancel or Reschedule an Appointment on SPS Engage

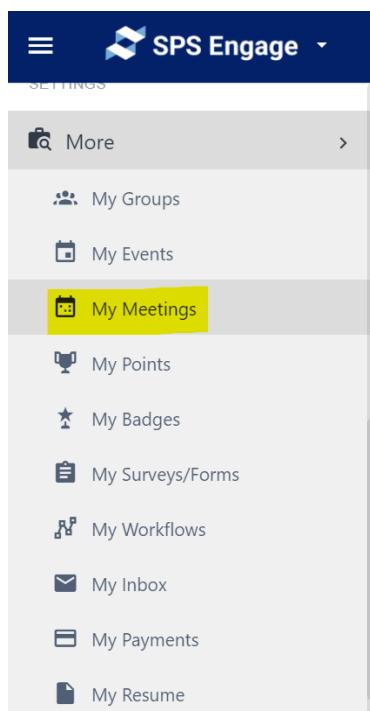
PLEASE NOTE: RESPONDING "NO" TO THE CALENDAR INVITATION YOU RECEIVE AFTER BOOKING DOES NOT CANCEL YOUR APPOINTMENT. YOU MUST FOLLOW THE INSTRUCTIONS BELOW.

DESKTOP INSTRUCTIONS

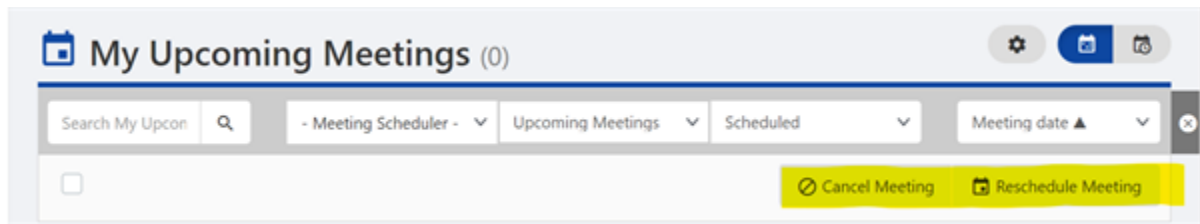
1. On the homepage, look at the menu on the left-hand side and click "more."



2. After clicking more, you should see "my meetings." Click this.



3. 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 SPS Engage mobile app, click on the "more" tab located at the bottom right of the screen.
2. Scroll down and click "more" once again. This will open another menu list.
3. Select "my meetings."
4. This brings you to your Upcoming Meetings page. Select the meeting you want to cancel or reschedule, and use the options on the top right to complete the process.

Please go to the next page for visual instructions.

If you have any questions, please email sps-tutoring@columbia.edu.

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10:14 ↗



 SPS Engage ▾





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SETTINGS


 More ▾

 My Badges

 My Points

 My Surveys/Forms

 My Workflows

 My Payments

 My Meetings

 Switch App

 App Settings (Admin Only)

 Logout

 Feed

 Chat

 Events

 Groups

 More



My Upcoming Meetings (0)



Search My Upcoming Meeting:

Meeting date ▲



No result found



Feed

Chat

Events

Groups

More