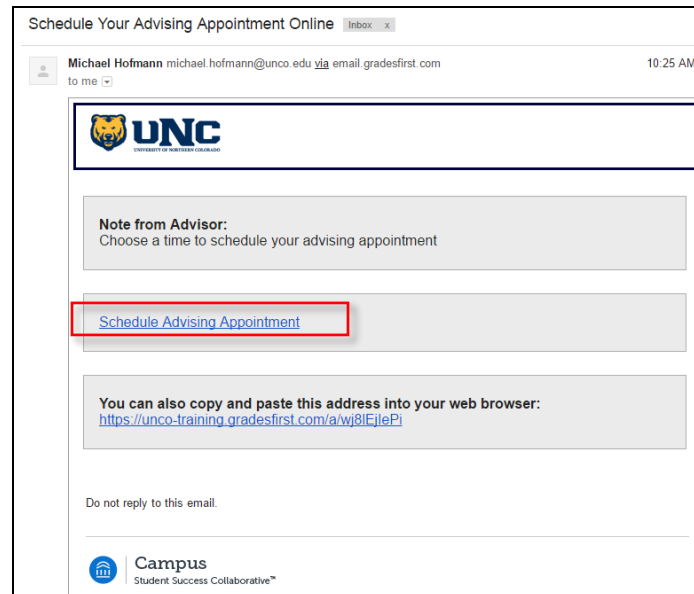


# SSC Campus Campaign Emails – Student Perspective

When Campaign emails are sent to students they will receive an email that allows them to schedule an appointment online. Below is a sample image of the email.

- The student will need to click **Schedule Advising Appointment** in the email.



Once the student clicks on *Schedule Advising Appointment*, the online appointment scheduler opens in another window.

- The student will click on the day they want to schedule the appointment for and select the time that works for them.
- Once they have selected a day and time, they click **Review Appointment Details**.

*Note: If they do not see a time that works for them on the day they selected, they will need to select a different day and time. In addition, they can enter comments if needed.*

## Schedule Appointment

Hi, Yaft. Please schedule your appointment below.

Choose a time to schedule your advising appointment

**Choose A Day**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Choose A Time**

Thu, Sep 08

8:00am  
9:00am  
**10:00am**  
2:00pm  
3:00pm  
4:00pm

**Comments**

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to abra3101@bears.unco.edu the morning of your appointment.

**Review Appointment Details**

After clicking **Review Appointment Details** the review appointment box opens so they can verify the day and time of the appointment.

- To finalize the appointment, the student click's **Confirm Appointment**.

*Note: If they need to change the appointment they can click "Go Back and Edit This Appointment."*

## Schedule Appointment

Almost Done... Please review and confirm your appointment details below.

### Appointment Details

**Who:** Yaft Abraha with Michael Hofmann  
**Why:** none  
**When:** Thursday, September 08 10:00am - 11:00am  
**Where:** Monfort College of Business Advising Center  
**Additional Details:** MBA advising time availability  
**Your Comments:** Need pin  
**Reminders:** Email at abra3101@bears.unco.edu

[\[Go Back and Edit This Appointment\]](#)

**Confirm Appointment**

After clicking **Confirm Appointment**, a confirmation message appears that notifies them that their appointment has been scheduled. In addition, they will receive an email reminder on the day of the appointment.

## Congratulations Yaft! Your appointment has been scheduled.

### Appointment Details

**Who:** Yaft Abraha with Michael Hofmann  
**Why:** none  
**When:** Thursday, September 08 10:00am - 11:00am  
**Where:** Monfort College of Business Advising Center  
**Additional Details:** MBA advising time availability  
**Reminders:** Email at abra3101@bears.unco.edu