You must have a KU e-mail account to make J-school advising appointments.

1) Log on to Outlook Web Access (http://mail.ku.edu/) on a computer. You cannot access the calendar via mobile Outlook Web Access on a smartphone or other mobile device.

2) Click New, then Meeting Request.

3) To prevent yourself from double-booking your advisor, use the Scheduling Assistant.

4) Type your advisor's name in the space below your own name.
5) Check **Show only working hours**, then change the **Duration** in the drop-down box to 30 minutes for an advising appointment.

6) Find a time that shows available for both you and your advisor. Click it.

7) Click on **Appointment** and list your name and the reason for your appointment in the **Subject** field, and the advising office room (Stauffer-Flint 117) in the **Location**.

8) Click **Send**. When your advisor receives your meeting request, it will be accepted or declined and you will receive a response. Sending your meeting request is necessary but not sufficient for an advising appointment: Until you receive a response, you do not have an advising appointment.

If you have trouble making an appointment email your advisor:

- Cara Farnell - cfarnell@ku.edu
- Kevin Lee - rklee@ku.edu
- Denise Farmer - dfarmer@ku.edu