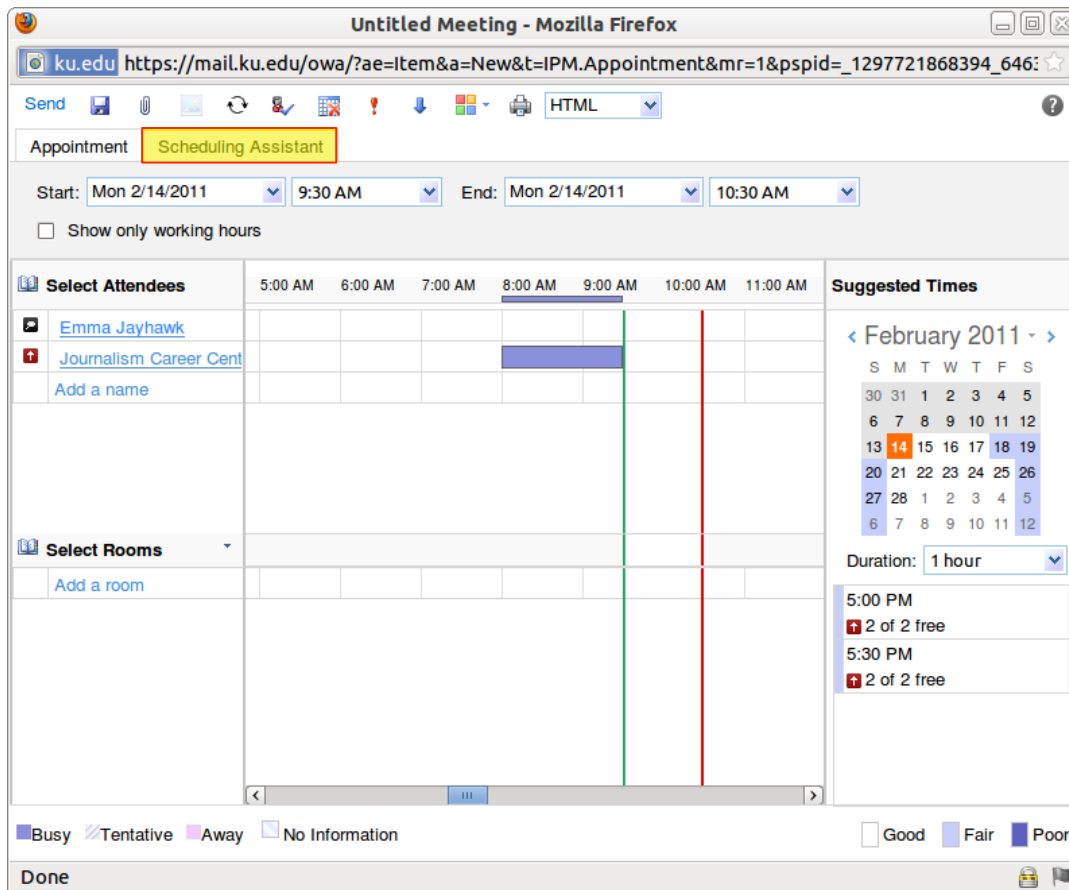
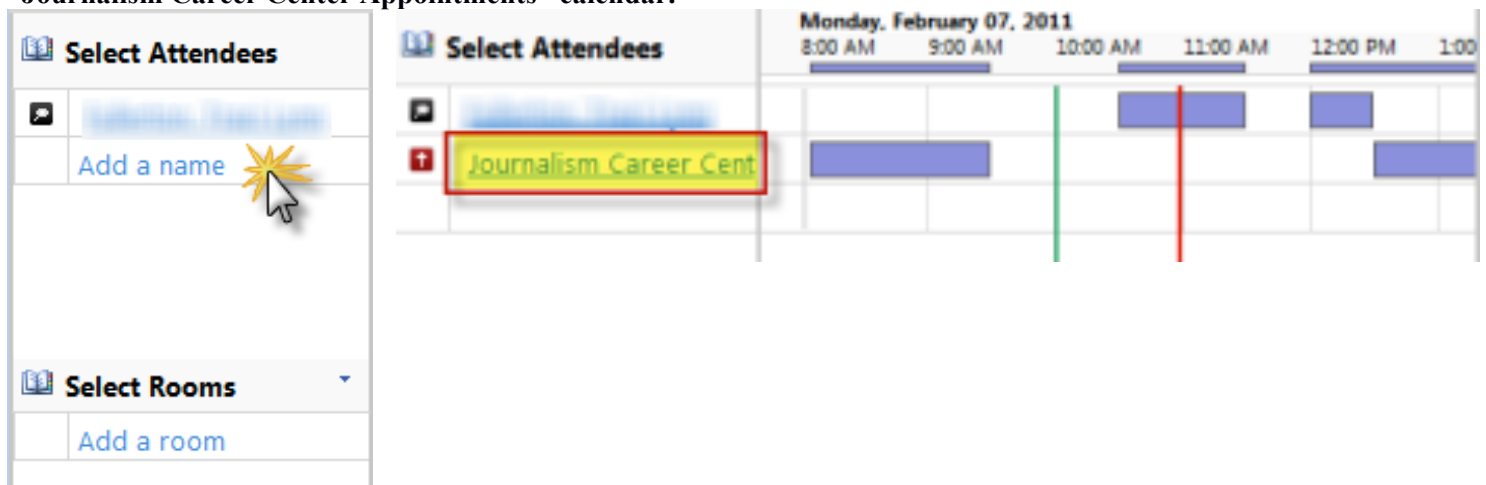


# INSTRUCTIONS FOR MAKING AN APPOINTMENT FOR THE JOURNALISM CAREER CENTER (You must have a KU e-mail account to make Journalism Career Center appointments)

- 1) Log on to Outlook Web Access. (<http://mail.ku.edu>)
- 2) Click on the drop-down menu next to "New," then "Meeting Request."
- 3) To prevent yourself from double booking, you must use the **Scheduling Assistant**.



- 4) Under your name in the "Select Attendees," area, type "jour\_career", hit enter, and this will bring up the "Journalism Career Center Appointments" calendar.




- 5) Check "show only working hours" above "Select Attendees" then change the **duration** in the drop-down box at the right side of the screen to **one hour** for Career Center appointment. **PLEASE NOTE: IF YOU MAKE AN APPOINTMENT FOR LESS THAN ONE HOUR, YOU WILL BE REMOVED FROM THE CALENDAR.**

6) Find a time that shows available for both you and the Career Center Coordinator's calendars. Click on the desired time frame in the timeline.

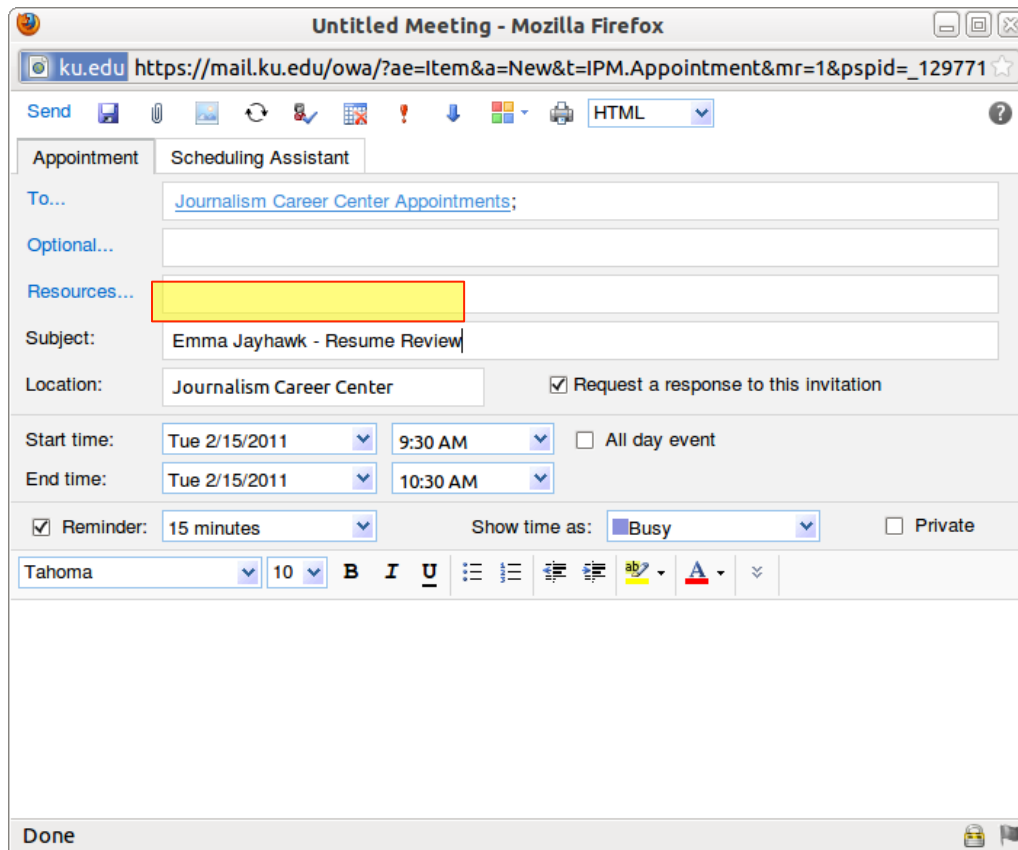
Here are the times available for Spring 2012:

- **9:30, 10:30 and 11:30 a.m. on Tuesdays and Thursdays.**
- **1, 2 and 3 p.m. on Tuesdays and Wednesdays.**
- **9:30 and 10:30 a.m. on Fridays.**
- **Walk-ins (first-come, first-served) are available between 1 and 4 p.m. on most Fridays.\*\***

**\*\*PLEASE NOTE:** The Career Center allows for scheduled appointment hours. To find walk-in times on the calendar, look for appointment blocks in the display that shows a blue-striped line.  This means "tentative."

“Tentative” represents the availability of “walk-in” hours. **Scheduled meeting requests will not be accepted during tentative/walk-in hours. Walk-ins, on most Fridays from 1 to 4 p.m., are on a first-come, first-served basis.**

7) Click on **Appointment**. List your first and last name, and the reason for your appointment in the in the Subject field.



8) Click **Send**. When the Career Center Coordinator 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 a career center appointment. *Until you receive a response*, you do not have a career center appointment. **Book a one-hour appointment, not a 30-minute one.** Again, here are the times available for Spring 2012:

- **9:30, 10:30 and 11:30 a.m. on Tuesdays and Thursdays.**
- **1, 2 and 3 p.m. on Tuesdays and Wednesdays.**
- **9:30 and 10:30 a.m. on Fridays.**
- **Walk-ins (first-come, first-served) are available between 1 and 4 p.m. on most Fridays.\*\***

If you have difficulty figuring out the scheduling, please contact the IT help desk at 864-8080 or [itcsc@ku.edu](mailto:itcsc@ku.edu).