Accessing Advisor Bookings Page in myWSU

**Issue/Background:**

Advisors have the option to post a link to their Microsoft Bookings page within myWSU. This Bookings page can be used to schedule an appointment with the advisor.

**Solution:**

1. Authenticate into *my.wsu.edu*.

2. Select the "Academic Advising" icon on the homepage.

On the landing screen the advisor's Bookings link will be labeled under the "Schedule an Appointment" column. By selecting the "Bookings" link the corresponding Microsoft Bookings page will open in a new tab.

   a. If the "Schedule an Appointment" column is not displayed, the advisor has not inputted their Bookings link. Please contact the advisor directly using the WSU email listed on this page for instructions on how to schedule an appointment.

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