How to cancel a LibCal appointment
Search Unitec libcal in Google search

Click first result
### LibCal and bookings

This page is to help Ask Me Desk and Unitec Student Support staff with managing bookings by students.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have forgotten my password to LibCal. Help!</td>
<td>You can log in using your Unitec password - click on the Unitec Office365 login link on the right hand side.</td>
</tr>
<tr>
<td>I changed my Unitec (Outlook) password. How do I update this in LibCal?</td>
<td>How to update Outlook password in LibCal (49 sec video) How to update Outlook password in LibCal (pdf)</td>
</tr>
<tr>
<td>Why am I getting LibCal appointments when my Outlook calendar says I am busy?</td>
<td>LibCal is not able to access your Outlook account - probably because you have changed your Outlook password. Update your password now! (49 sec video) How to update Outlook password in LibCal (pdf)</td>
</tr>
<tr>
<td>I have changed the times I am available. How do I reflect this in LibCal?</td>
<td>You need to let the LibCal administrator know what the changes are. See the box in the left-hand column for LibCal administrator.</td>
</tr>
</tbody>
</table>

### LibCal Administrator

For help with any of these issues, please contact

LibCal administrators:
Yvonne Sang/Wilma Pinto

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**Click on the orange button My Appointments.LibCal**
Click Unitec Office365 login

Enter your Outlook email address and password
Click My Appointments tab

Click on the appointment to see details

Click Cancel Appointment icon
Click OK to confirm

The appointment will be deleted. Timeslot now available for new booking.
Well done!