How to cancel a LibCal appointment
Go to the footer of Library home page and click Student Success STAFF

Click on the orange button MyScheduler/LibCal
Login with your LibApps account credentials:

- Email
- Password

You may also login using:

- Unitec Office365 login

What is LibApps? LibApps at Unitec Institute of Technology is a platform powering LibGuides, LibAnswers, LibCal, LibInsight, and other Springshare tools licensed by your institution.

Browser Support: Chrome, Firefox, Safari, IE11+. Cookies must be enabled.

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

Click OK to confirm.
Well done!