

The following guide explains how to schedule your appointment to retrieve your new iPad mini.

1. Navigate to link
<https://outlook.office365.com/owa/calendar/iPadDevicePickup@kennesawedu.onmicrosoft.com/bookings/>.
2. The iPad Device Pick-up window will open. Click your **desired pick-up location** (e.g., *H Building (Academic)*).

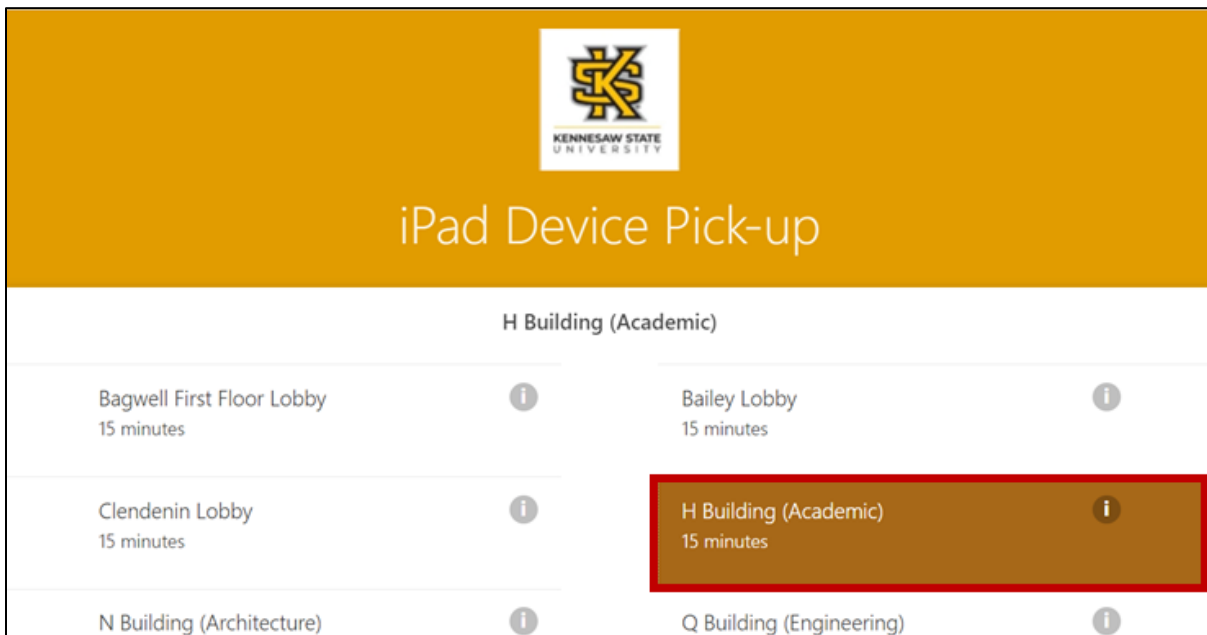


Figure 1 - Click the Desired Pick-Up Location

3. Click your preferred **date** on the calendar (See Figure 2).
4. Click your preferred **time** for pick up at the selected location and date (See Figure 2).

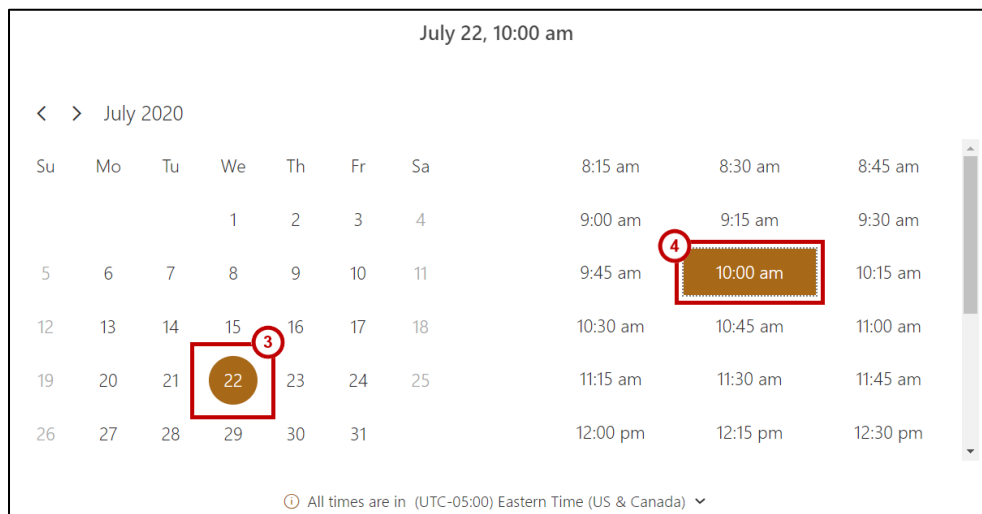


Figure 2 - Click the Desired Date and Time

- After selecting your preferred appointment date and time, you will be asked to enter your contact information. Please enter your **contact information** and any important notes (See Figure 3).
- Click **Book** to schedule your appointment (See Figure 3).

Add your details

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Scrappy Owl

scrappy1@kennesa.edu

4705786000

Address (optional)

Please let us know if you have any special requests. Thank you.

Notes (optional)

6 Book

Figure 3 – Book Appointment

- You will receive an email confirming your scheduled appointment.
- To reschedule or cancel your appointment, click **Manage booking** in the original email you received.

Additional Information


Please bring your KSU ID with you to your appointment.


Manage booking

Figure 4 - Manage Booking

- Click the appropriate button to **Reschedule** or **Cancel**.

H Building (Academic)


 Wednesday, July 22, 2020
 10:00 am (15 minutes)


 830 Polytechnic Ln, Marietta, Georgia, United States

Reschedule

Cancel booking

New booking

Figure 5 - Reschedule or Cancel