



How can I schedule an **advising** appointment?



STEP 1

Access Insight

Insight is one of the apps on your Microsoft 365 account. Or, you can follow the link below: <https://easternct-insight.symplicity.com>

STEP 2

Click "Advising Appointment"

Click the "Request New Appointment" button. Select the type of meeting, date & time ranges, and an advisor before selecting "Check Availability".

STEP 3

Select an appointment!

Available appointments will appear on the right side of the screen. Please select the appointment that works best for you.

STEP 4

Confirm your appointment

Add notes to share with the advisor, including any topic(s) you'd like to cover. Click the "Submit Request" button. You will receive an email confirmation once your meeting is scheduled.

