

Booking with me calendar _ user guide

After you decide which mentor suits your needs the best or fits the best with your schedule, you can book a meeting with the mentor through Booking with Me outlook calendar.

This is a user guide for your using the Booking with Me Calendar to book meetings with our mentors. For information regarding HAMK Talent Boost team, HAMK's Mentoring Services and how to start using the mentoring services, please go to [HAMK Talent Boost homepage](#).

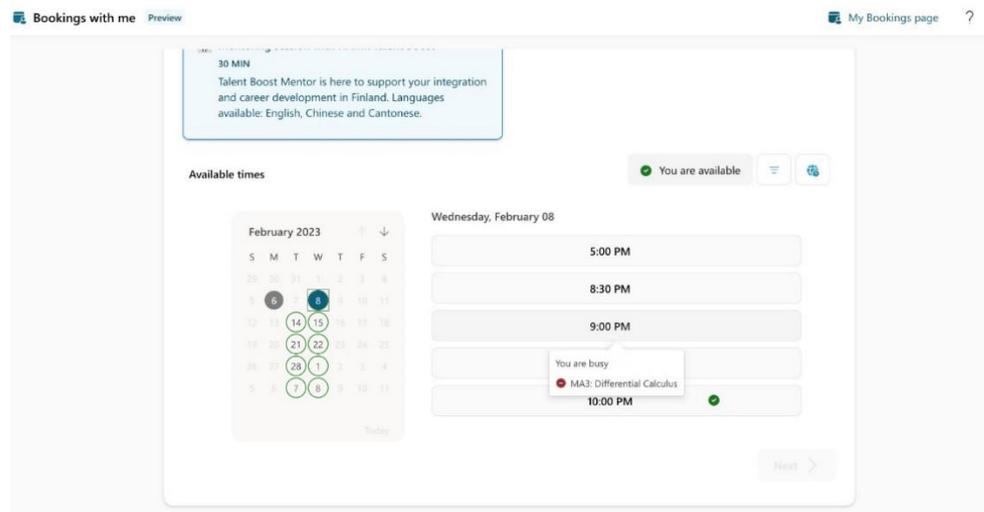
❖ Choosing the available time slots (Picture 1 - 2)

[Book a meeting with Katariina](#) (Meetings with Katariina are on online on Tuesday. On Thursday, meetings can be online or at Hämeenlinna campus.)

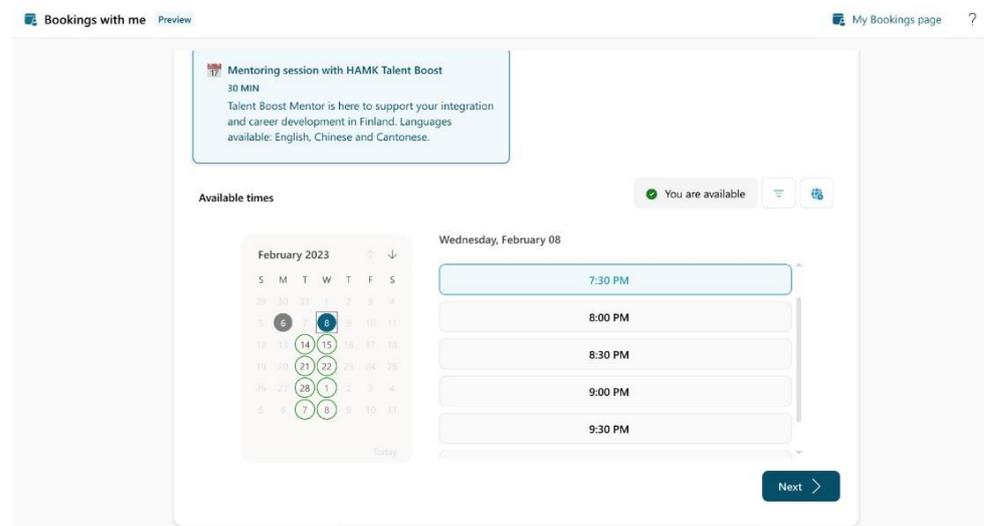
[Book a meeting with Qingyang](#) (Meetings with Katariina are on online on Tuesday. On Thursday, meetings can be online or at Hämeenlinna campus.)

Open the mentor's booking calendar, choose the available time slot. If the time slot is available for both you and the mentor, then there will be a green circle with a tick showing that both of you are available. Time slots appear on the booking calendar are available time slots for the mentor, but if there is no green circle, it means that you are *not* available. Therefore, avoid choosing time slots that overlaps with your schedule.

Picture 1: Overlapping time slot



Picture 2: Available time slots



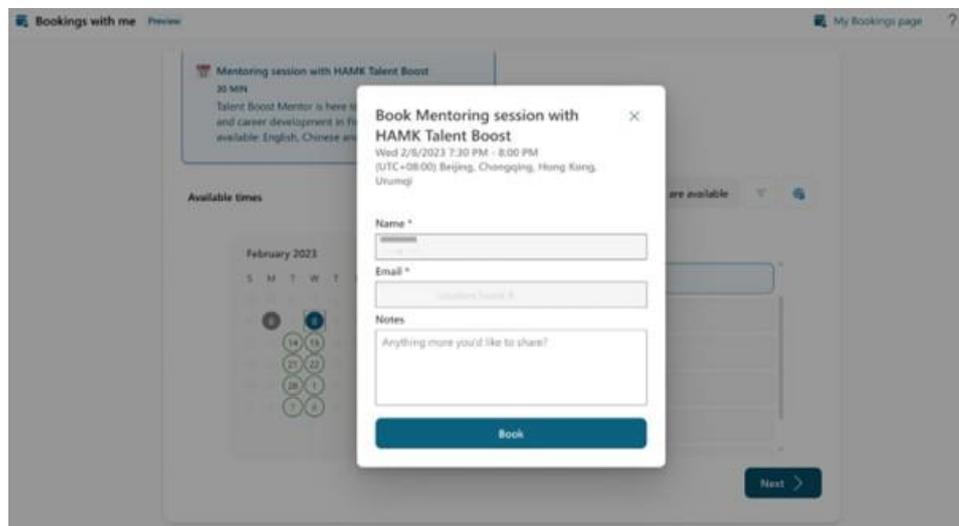
All meetings include a Teams meeting link. Mentor Katariina will be on campus on Wednesdays and mentor Qingyang will be on campus on Thursdays. If you book a meeting with the mentors on either Wednesday or Thursday, and if you want to meet the mentor in person in Hämeenlinna, you can send a message to your mentor and inform about the face-to-face meeting.

❖ Confirming the booking (Picture 3 – 5)

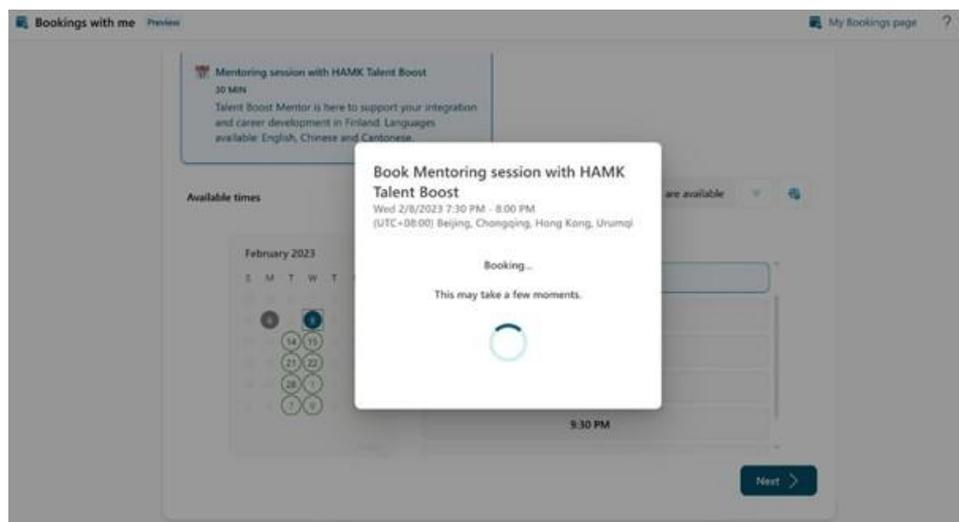
After you choose the time slot, click “Next”. Then a window with your name, email and meeting schedule will appear. You can leave notes to the mentor. For example, if you want to meet face-to-face in Hämeenlinna, then you can mention it here in the notes box. (NB: face-to-face meeting is only possible on Wednesdays and Thursdays at Hämeenlinna University Centre at the moment).

After that, click “Book”. Stay in the booking page until the page shows that meeting is booked.

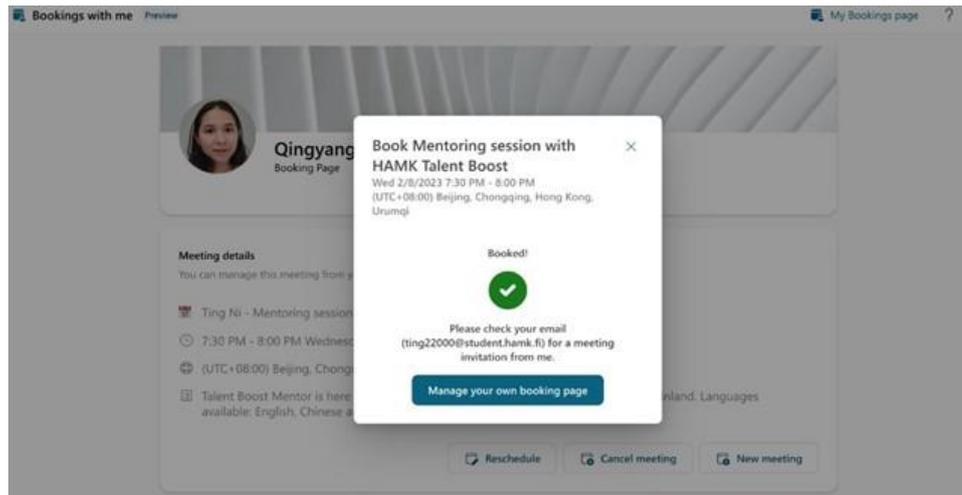
Picture 3: Booking page with notes



Picture 4: Booking page: loading



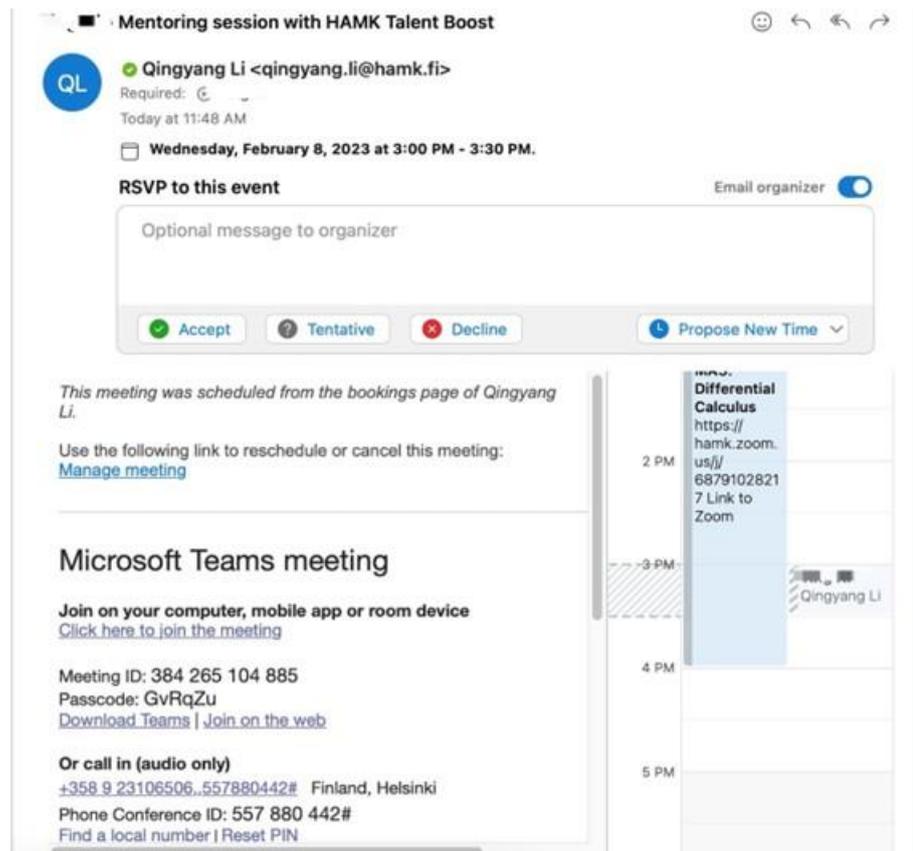
Picture 5: Booked



❖ Accepting the meeting (Picture 6)

After you book the meeting, you will receive a confirmation email. Open the email and click **“accept the meeting”**. This way, your booking will show as a booked activity on your outlook calendar.

Picture 6: Accepting the meeting



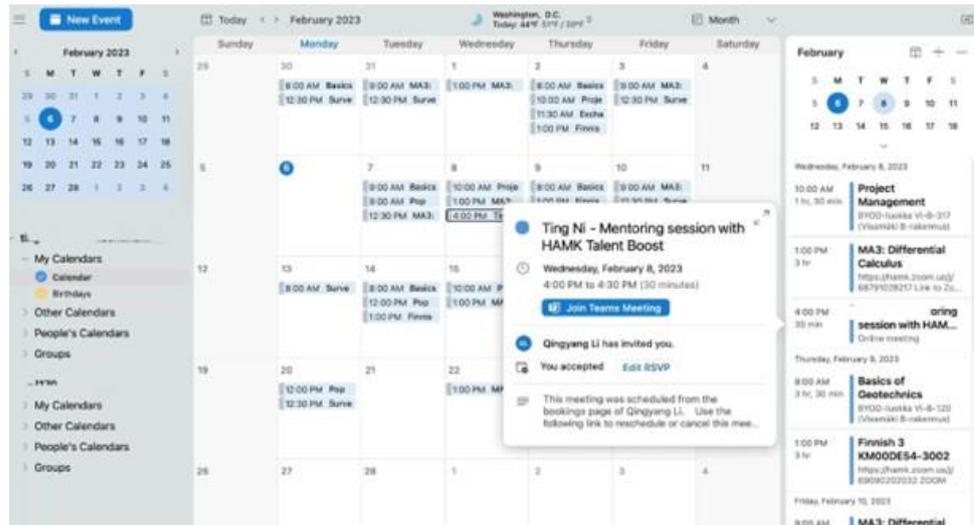
❖ Modifying the meeting (Picture 7 - 10)

If you need to modify the meeting, you can open your booking from your booking calendar, click **“Edit RSVP”**. From there, you can propose a new time for the meeting, or cancel the meeting. Or you can go to

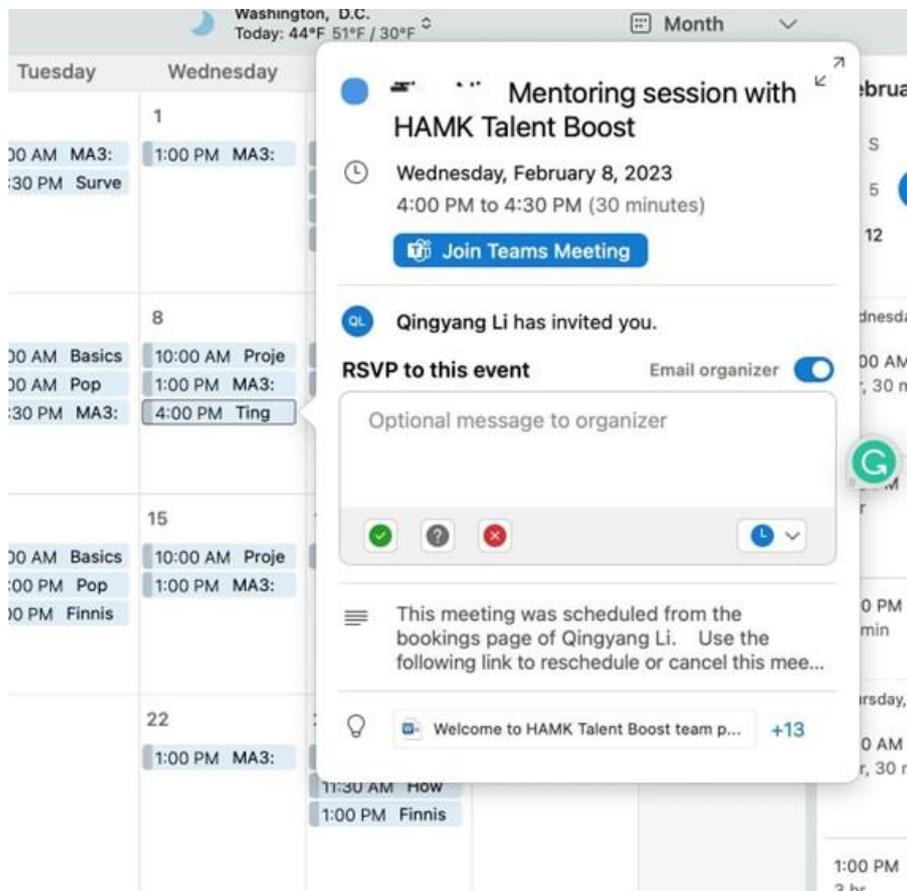
the confirmation email, click “Manage meeting”. From there, you can modify the meeting through Booking with Me calendar. Either way should work.

If you need to make changes to the meeting, it is always advisable that you also send an email to the mentor beforehand, so that the mentor can assist you in the process.

If the mentor needs to make changes to the meeting, the mentor will propose a new time and send a message to you. If the mentor proposes a new meeting time with you, remember to accept it to your calendar, so that it shows as a booked activity in your outlook calendar.

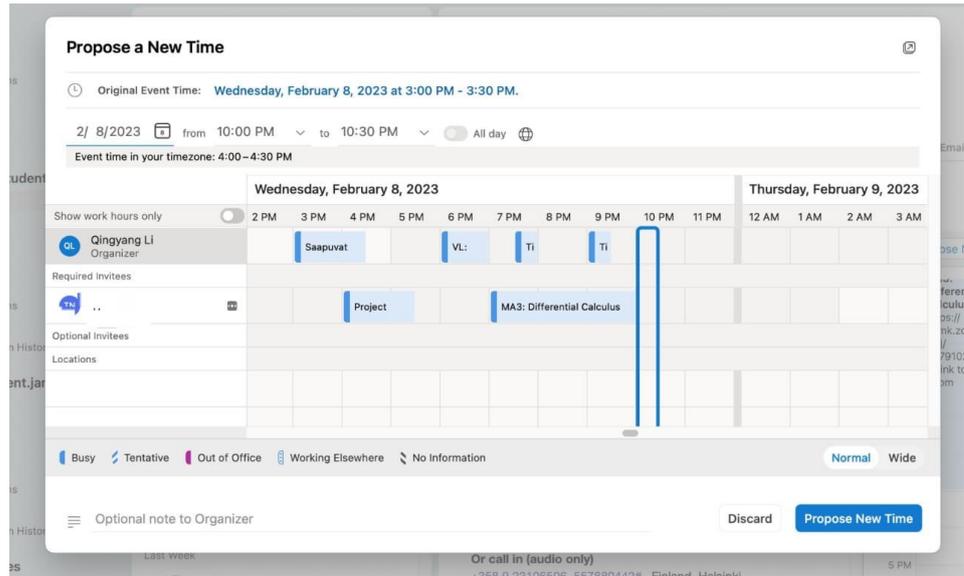


Picture 7: Edit RSVP



Picture 8: Modify the mentoring meeting from outlook calendar

Picture 9: Propose new time



Picture 10: Manage booking from Booking with Me

Meeting details

You can manage this meeting from your calendar or the email confirmation sent to your inbox

Qinyang Li - Mentoring session with HAMK Talent Boost

11:00 AM - 11:30 AM Tuesday, February 7, 2023

(UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius

Talent Boost Mentor is here to support your integration and career development in Finland. Languages available: English, Finnish and Italian.

Reschedule Cancel meeting New meeting