

HOW TO MAKE A GBP/SCOPE OFFICE APPOINTMENT

ONLINE SCHOOL LIFE CONSULTING

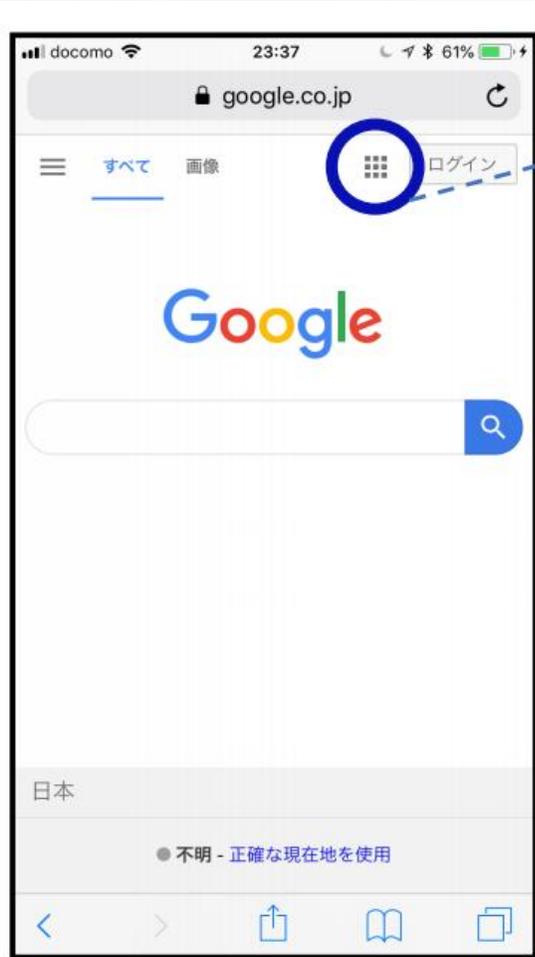


AS OF JUNE 2021

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SUBSCRIBE TO OUR GOOGLE CALENDAR!



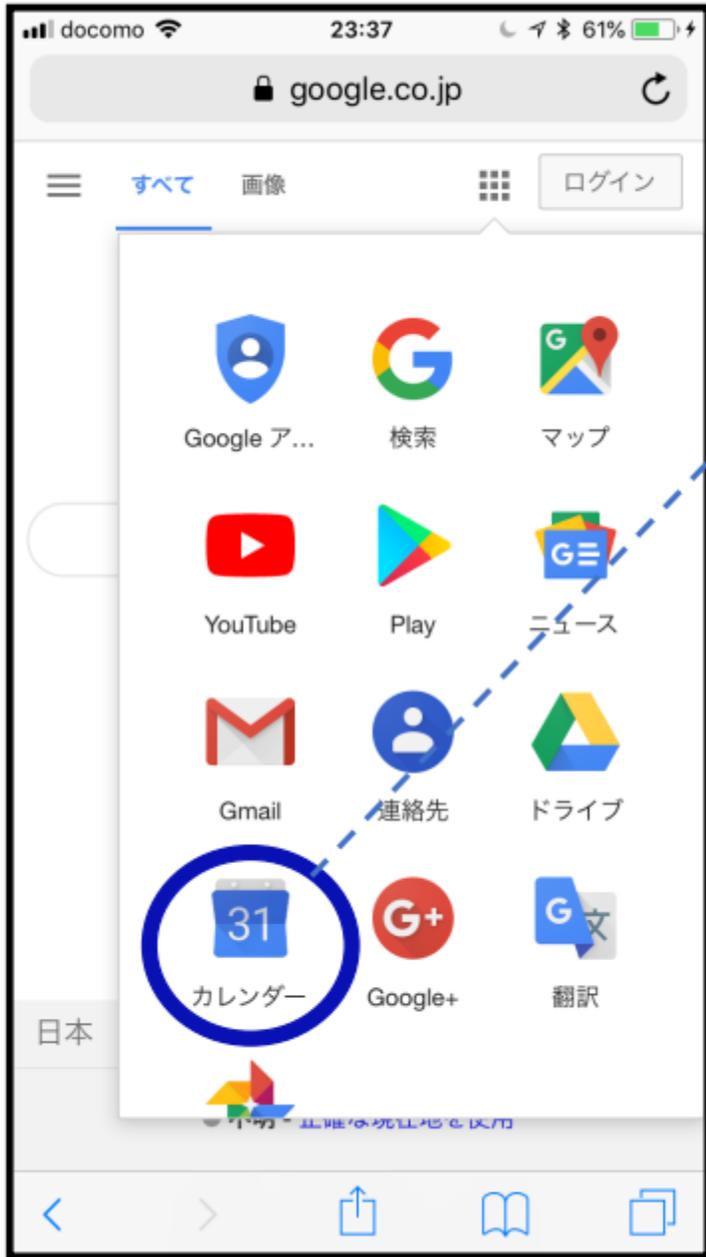
Click the menu button on the Google website

①



iPhone: use the Safari app
Android: use any searching app
NOTE: This menu cannot be found on Google Apps.

2



Select the calendar icon



Enter your HOSEI email address
(recommended) or private Google
email address

③

4

docomo 23:43 64%

gmail.hosei.ac.jp

法政大学
HOSEI University

法政大学専用Gmail

ログイン (Login)

ユーザIDを入力してください (USER ID)

パスワードを入力してください (Password)

ログイン(Login)

Your student ID number

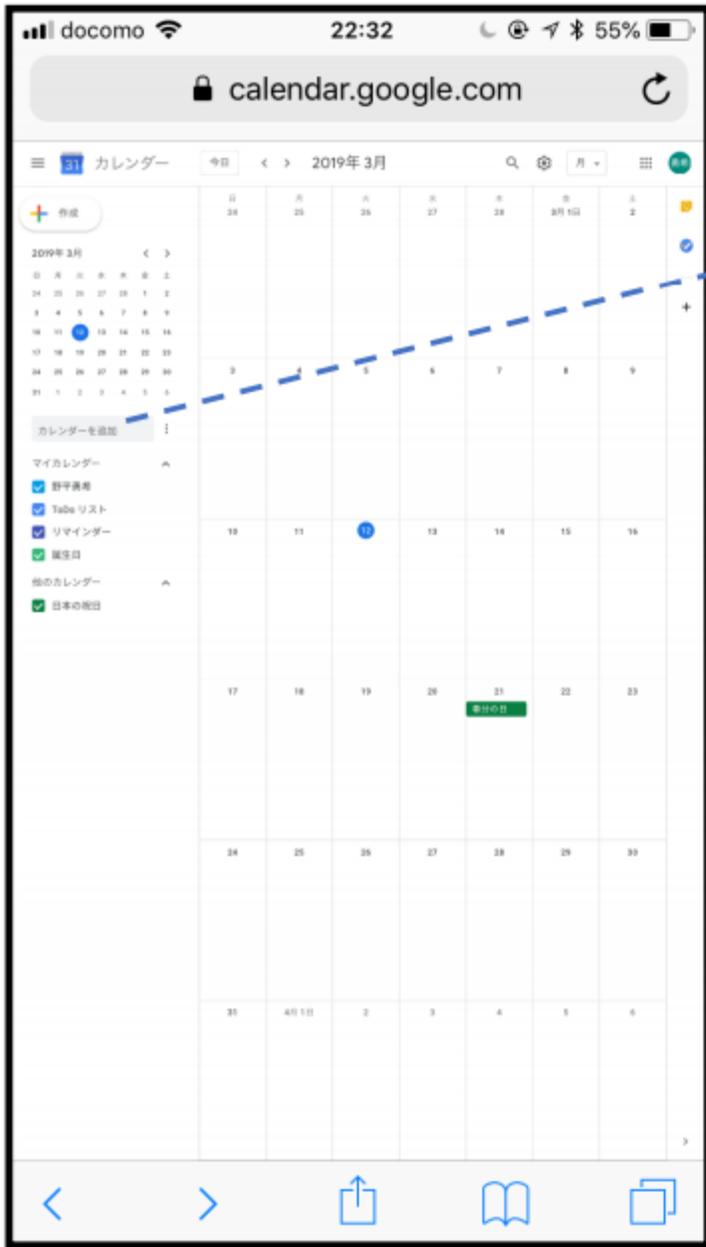
Your HOSEI password

5

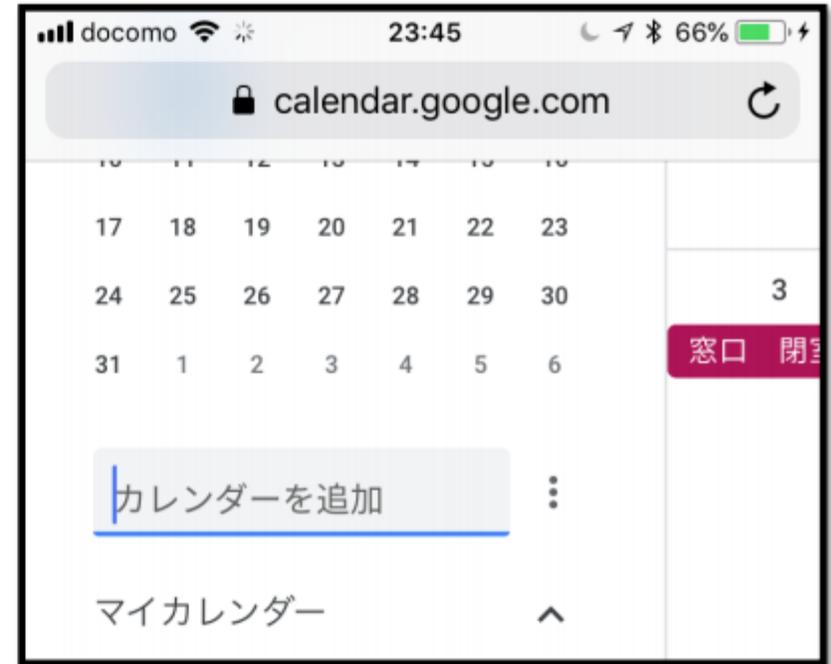
Select "Desktop"

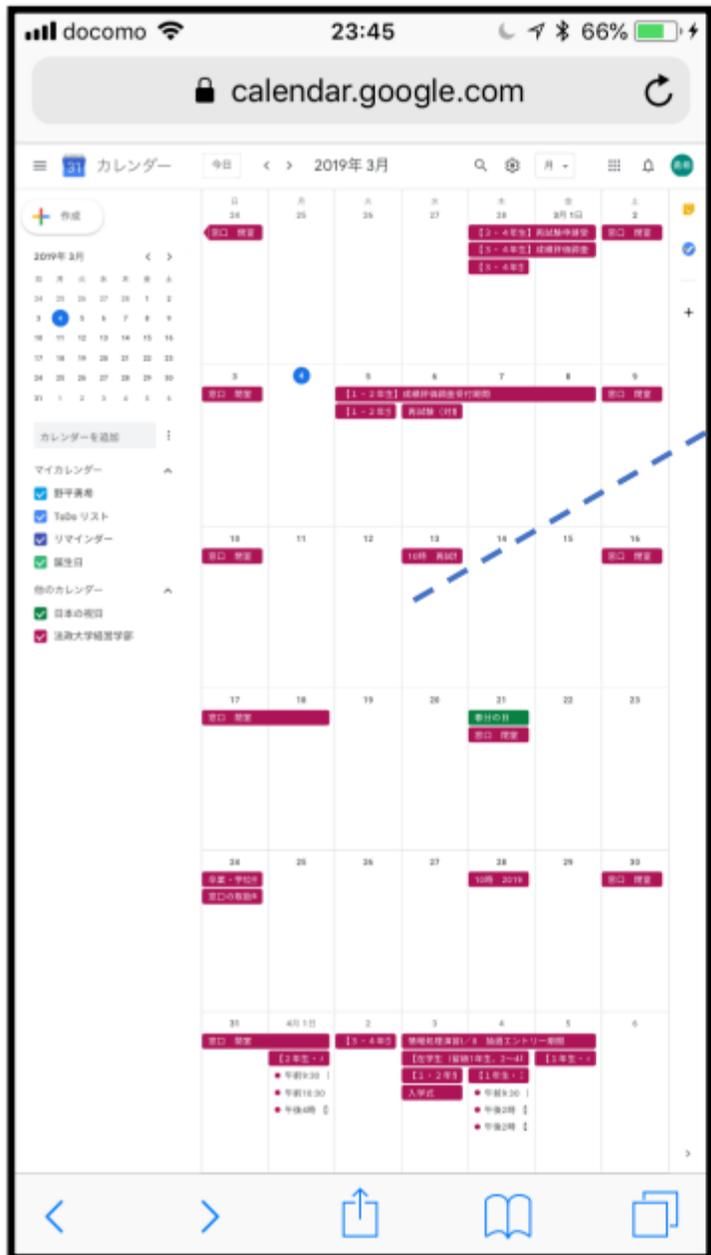


Enter
“gbp.scope.hosei@gmail.com”



Here





Wait until the office's calendar appears on your Google calendar.

NOTE: Please do not to send emails to gbp.scope.hosei@gmail.com, because it is only used for the online meeting appointment. We can not reply to any email sent to the above email address.

We recommend that you download the Google Calendar App after making the calendar subscription



Google calendar app



MAKE AN APPOINTMENT (1)

2) Enter your Student ID Number (Ex: 19FXXXX)

3) Confirm the date and time period and revise if needed
(The time period should be 30 minutes or less)

4) Enter
“gbp.scope.hosei@gmail.com”
in the guests area

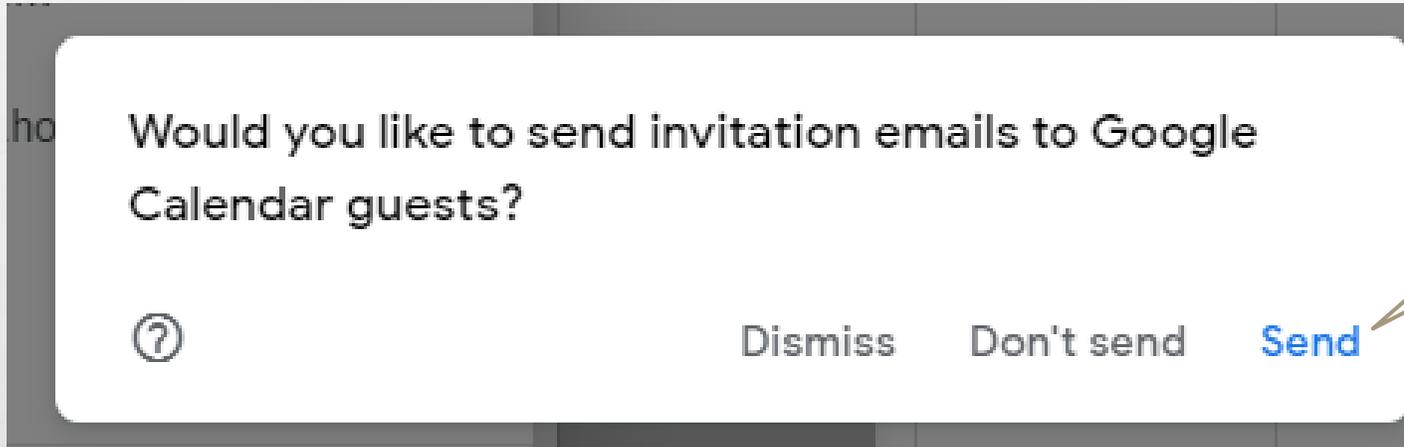
The screenshot shows a Google Calendar appointment creation interface. At the top, there is a text input field labeled "Add title". Below it are three tabs: "Event" (selected), "Reminder", and "Task". The date and time are set to "Wednesday, September 23 1:00pm - 2:00pm" with a note "Time zone · Does not repeat". There is a "Find a time" link. Under "Add guests", the email "gbp.scope.hosei@gmail.com" is entered. A blue button for "Google Meet video conferencing" is visible. Below that are fields for "Location" and "description or attachments". At the bottom, there is a "More options" link and a blue "Save" button. The background shows a calendar grid with some "CLOSED" periods.

1) Select a time period that you prefer for your appointment

5) Click “Save”

NOTE: Do not select the “CLOSED” period or already booked period. The appointment will not be accepted if a closed/booked period is selected.

MAKE AN APPOINTMENT (2)



6) Click "Send" invitation emails.

An email will be automatically sent to you if your invitation is accepted. If there are any problems with the appointment, we will not accept the invitation. In this case, please make a new appointment for a different date or time.

ONLINE CONSULTING MEETING (1)

Happening now: Pess Hosei is inviting you to a video meeting  Inbox x 

Pess Hosei (via Google Meet) <meetings-noreply@google.com> 7:00 PM (1 minute ago) ☆
to me ▾



Pess Hosei <gbp.scope.hosei@gmail.com> is inviting you to join a video meeting happening now

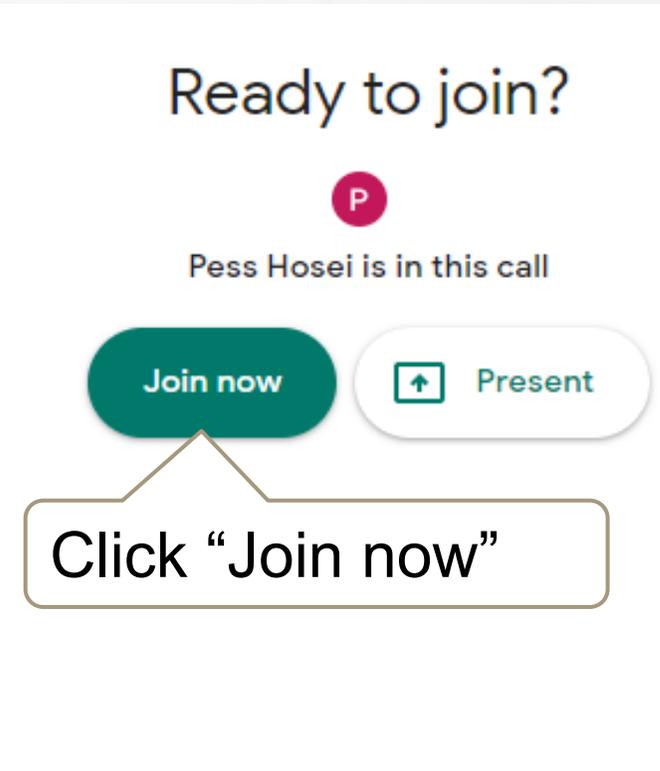
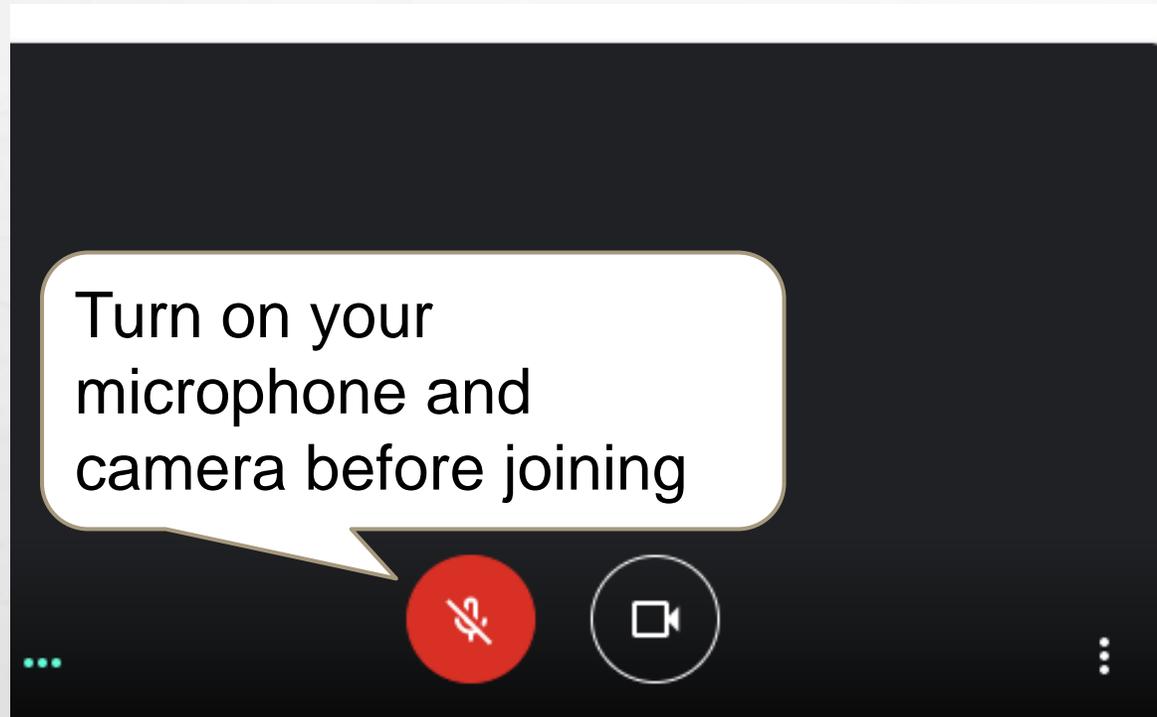
[JOIN MEETING](#)

meet.google.com/fhx-yzug-gbr

The Online Consultation will be conducted via Google Meet. A Google Meet Invitation email will be sent to your Google email (same account as on the Google Calendar) on the appointed date & time.

Please access the Google Meet page by clicking “Join Meeting”.

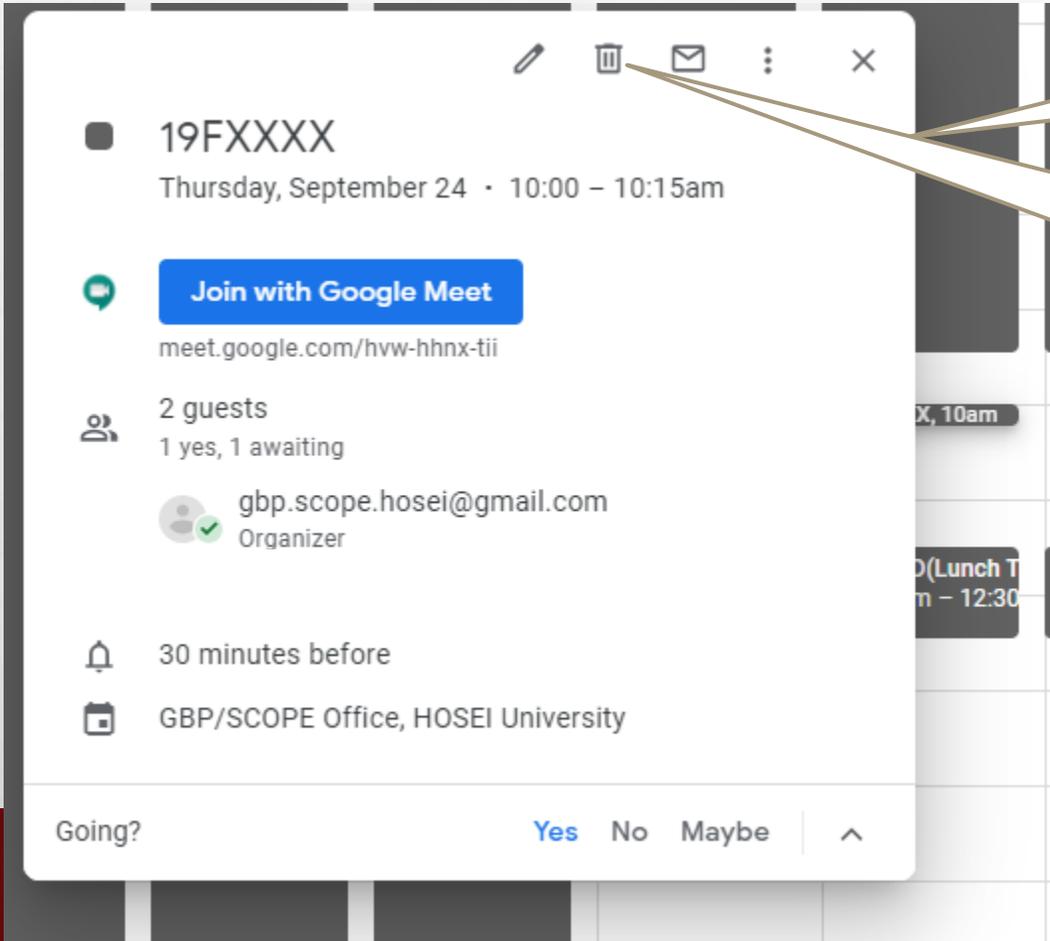
ONLINE CONSULTING MEETING (2)



The Online Consultation usually takes about 30 minutes (to complete). If you desire more time, please request it (in "comment") when making the appointment.

APPOINTMENT CANCELLATION (1)

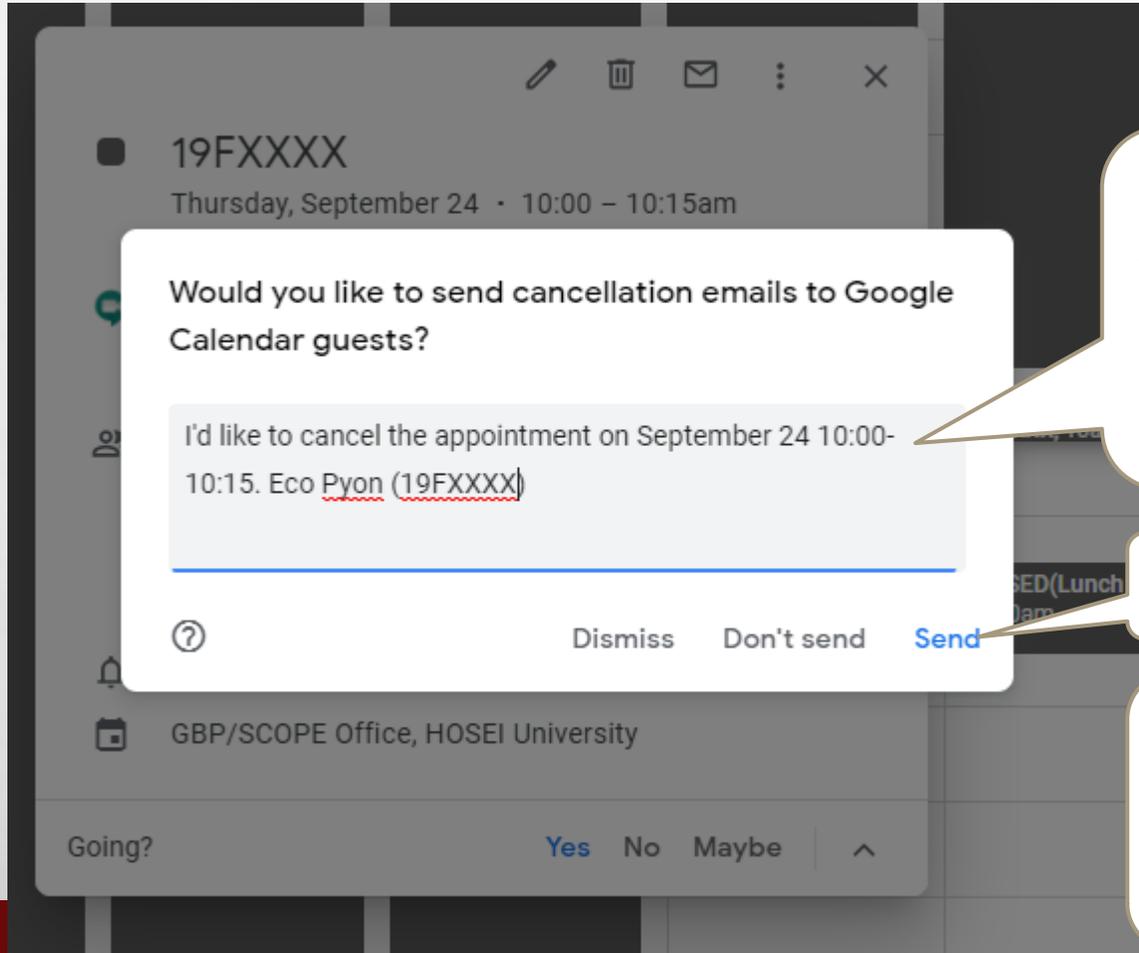
If you want to cancel the appointment, please cancel from the calendar.



1) Click the reserved appointment

2) Click the "Delete event" icon

APPOINTMENT CANCELLATION (2)



3) Please write a comment that you want to cancel the appointment. Include the date, time, your name, and Student ID Number.

4) Click the "Send" button

5) The appointment is cancelled. A notification email will be sent to us automatically.

FYI: INQUIRY FORM

- IF YOU HAVE A QUICK QUESTION, YOU CAN USE OUR INQUIRY FORM:

[HTTPS://DOCS.GOOGLE.COM/FORMS/D/E/1FAIPQLSCJ400LNS9DOQRKML6KKNFL6V2BHXNCKEZQDMKZ4_Z43-JUXW/VIEWFORM?USP=SF_LINK](https://docs.google.com/forms/d/e/1FAIPQLSCJ400LNS9DOQRKML6KKNFL6V2BHXNCKEZQDMKZ4_Z43-JUXW/VIEWFORM?USP=SF_LINK)

- THE GBP/SCOPE OFFICE STAFF MEMBERS WILL REPLY TO YOUR QUESTIONS WITHIN A FEW DAYS (WEEKDAYS ONLY).



You do not have to suffer from school troubles alone!
We are here to help you 😊