

HOW TO MAKE A GBP/SCOPE OFFICE APPOINTMENT

ONLINE SCHOOL LIFE CONSULTING

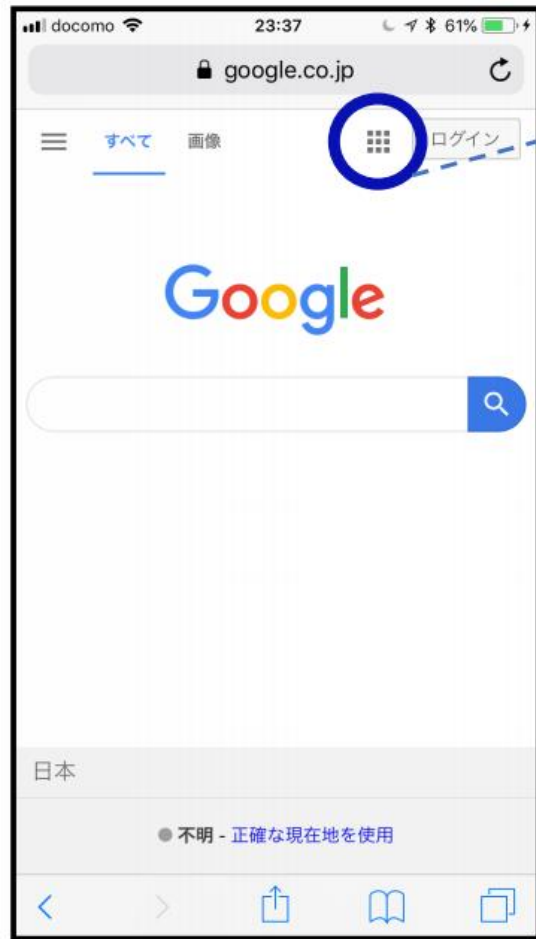


AS OF JUNE 2021

CONTENTS

- **1. SUBSCRIBE TO THE OFFICE'S GOOGLE CALENDAR!**
- **2. MAKE AN APPOINTMENT**
- **3. ONLINE CONSULTING MEETING**
- **4. APPOINTMENT CANCELLATION**

SUBSCRIBE TO OUR GOOGLE CALENDAR!



Click the menu button on the Google website

①

CHECK!



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

The screenshot shows a mobile browser interface for the Hosei University Gmail login page. At the top, the status bar shows 'docomo', signal strength, time '23:43', and battery level '64%'. The address bar displays 'gmail.hosei.ac.jp'. Below the address bar is the Hosei University logo and name in Japanese and English. The main heading is '法政大学専用Gmail' (Hosei University Special Gmail), followed by 'ログイン (Login)'. The login area has a light green background and contains two input fields: 'ユーザIDを入力してください (USER ID)' and 'パスワードを入力してください (Password)'. A blue 'ログイン(Login)' button is positioned below the fields. The bottom of the screen shows a standard mobile browser navigation bar with back, forward, share, and tabs icons.

Your student ID number

Your HOSEI password

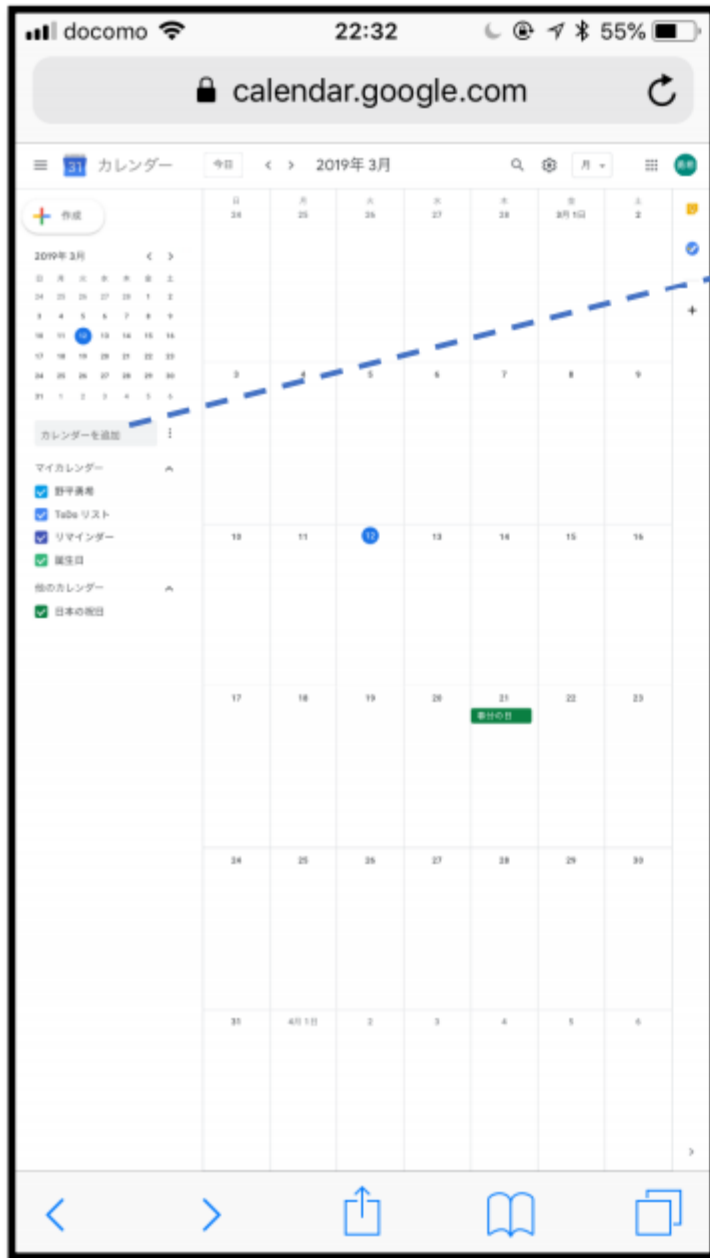
5

Select "Desktop"

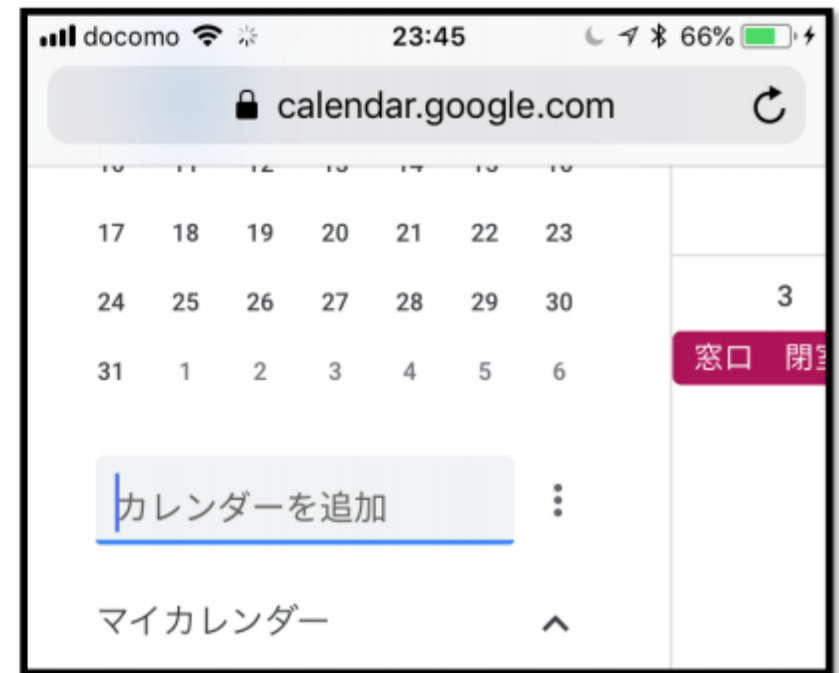


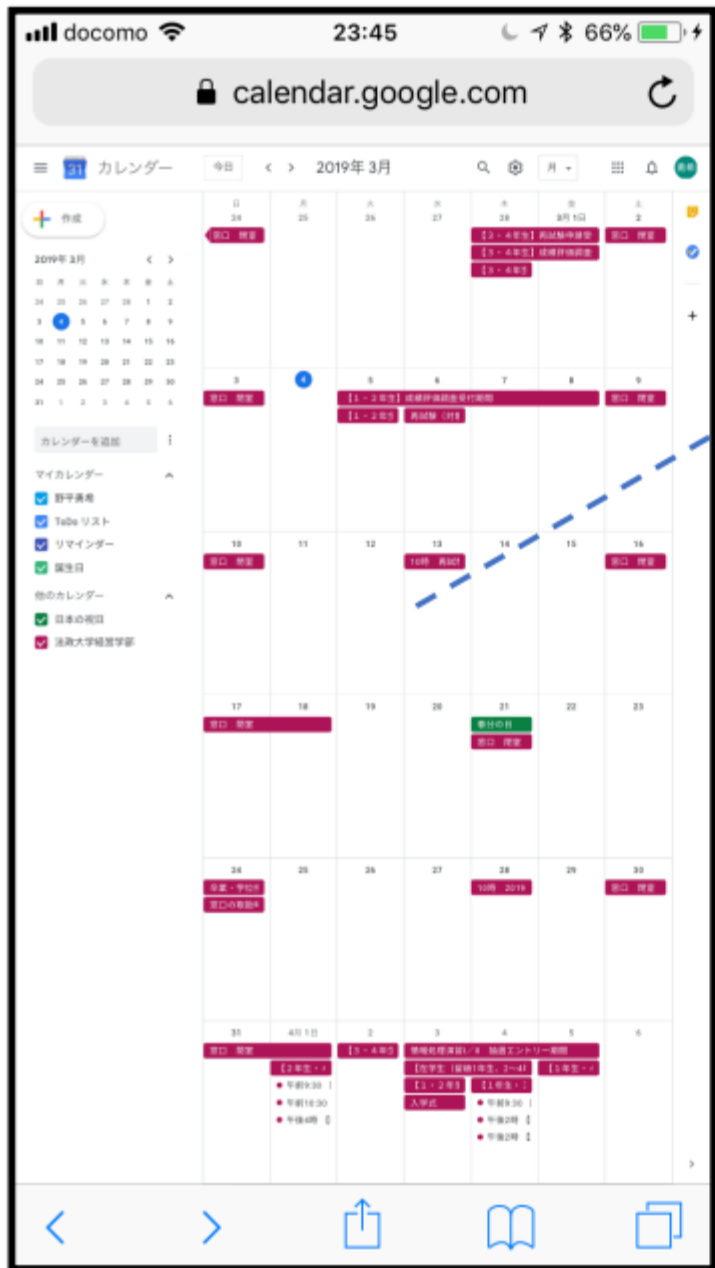
6

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

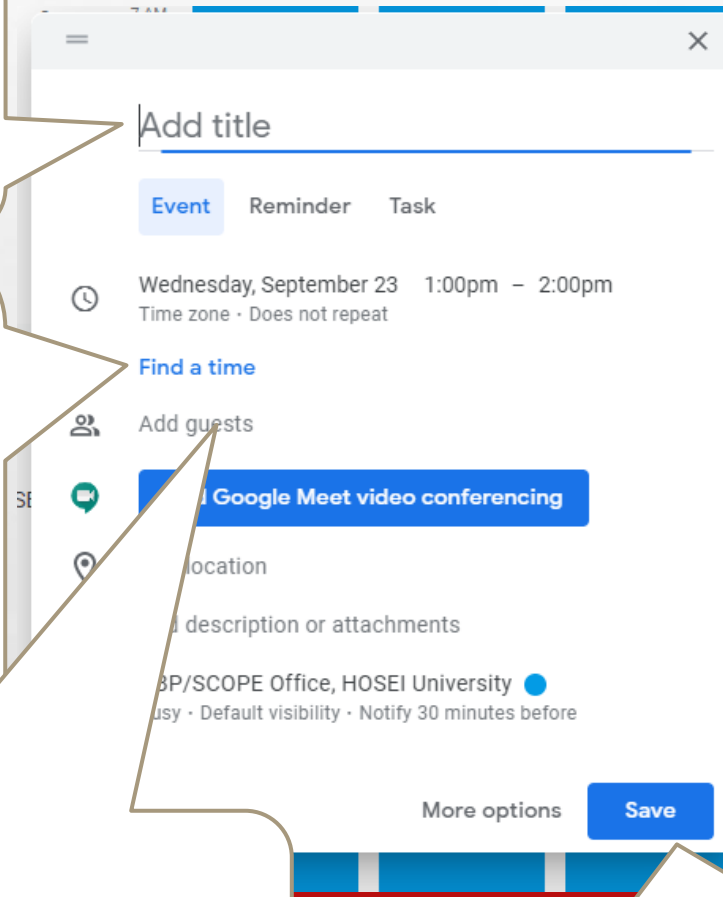


MAKE AN APPOINTMENT (1)

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



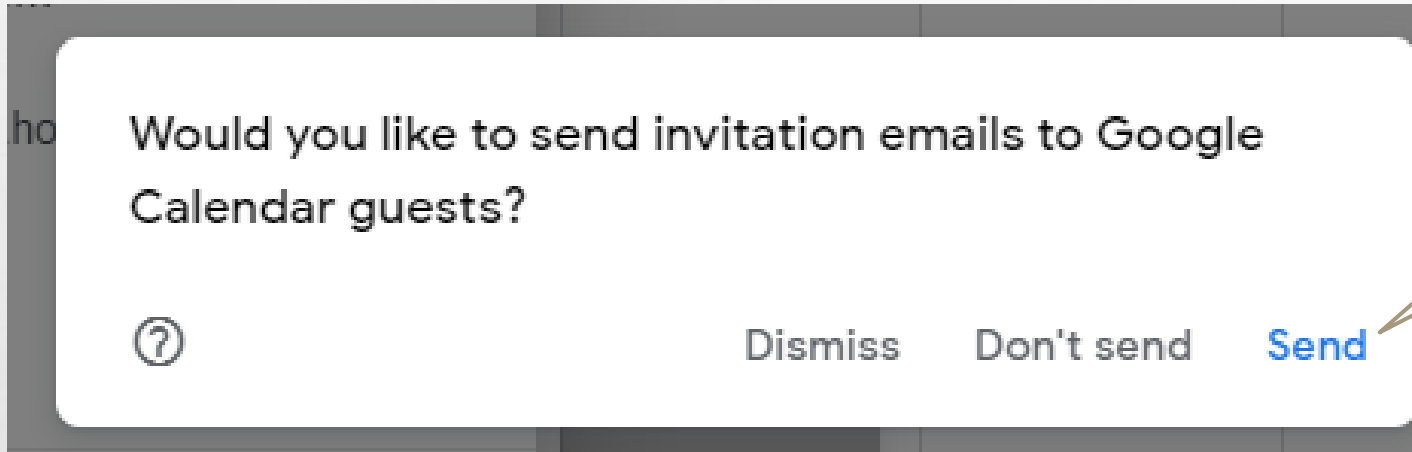
The screenshot shows the Google Calendar 'Add appointment' form. At the top, there's a text input field labeled 'Add title'. Below it are three tabs: 'Event' (selected), 'Reminder', and 'Task'. The date and time are set to 'Wednesday, September 23' from '1:00pm' to '2:00pm', with a note 'Time zone · Does not repeat'. There's a 'Find a time' link. Under 'Add guests', the email 'gbp.scope.hosei@gmail.com' is entered. A blue button labeled 'Google Meet video conferencing' is visible. Below that is a 'location' field. Further down is a 'description or attachments' field. At the bottom, there's a 'More options' link and a 'Save' button. A blue callout box points to the 'Save' button.

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

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

5) Click “Save”


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

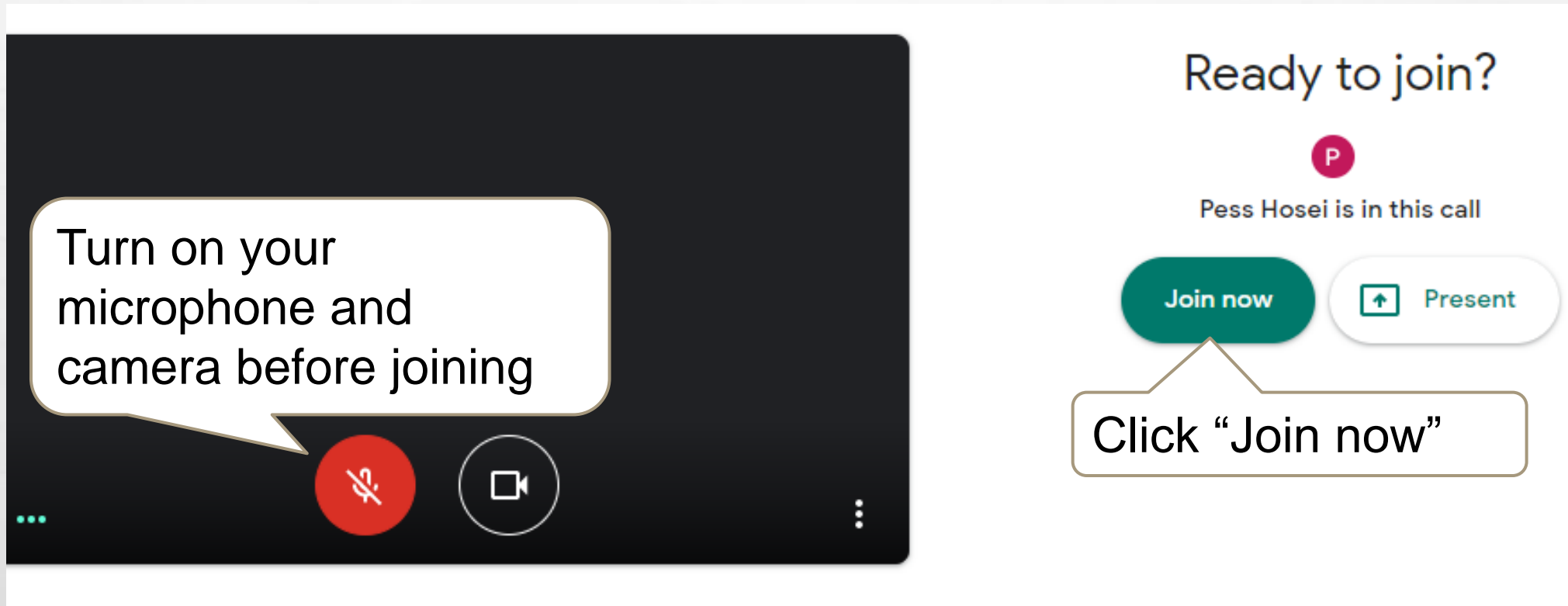
JOIN MEETING

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”.

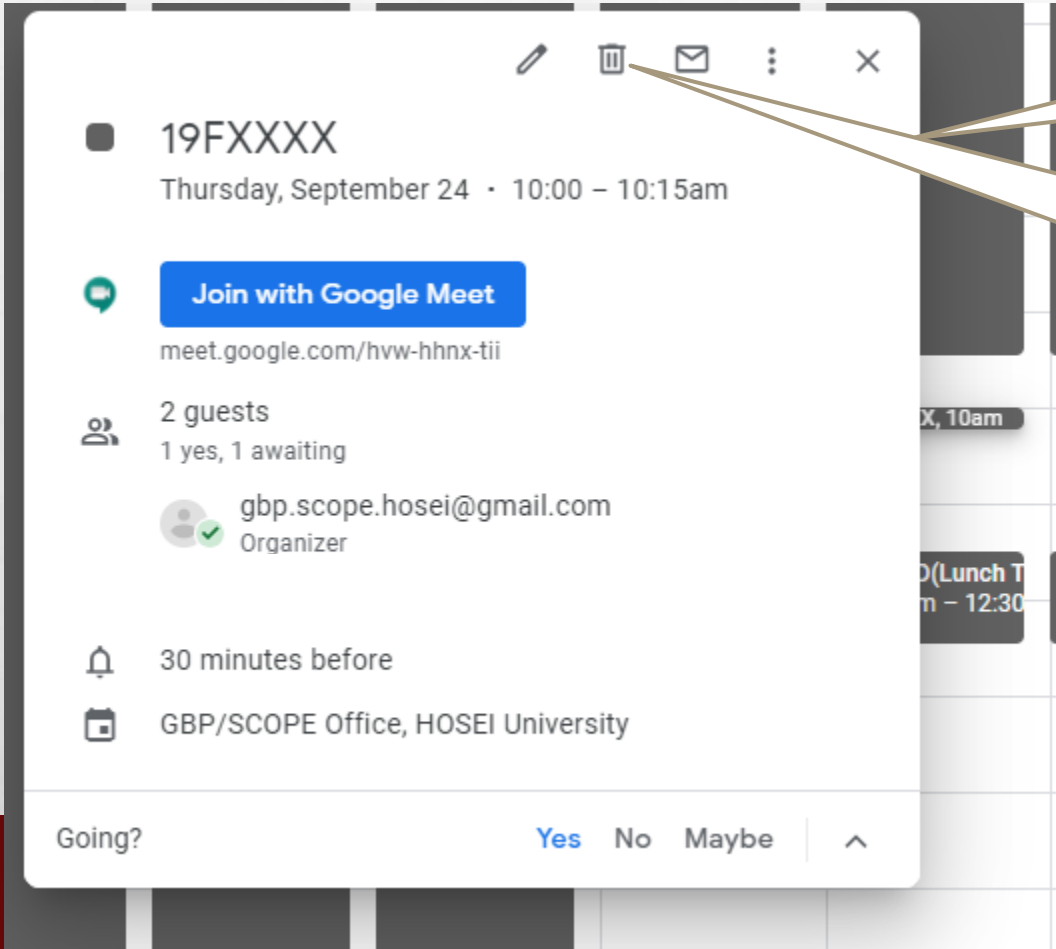
ONLINE CONSULTING MEETING (2)



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)

The screenshot shows a Google Calendar interface with a modal dialog box for cancelling an appointment. The appointment is titled '19FXXXX' and is scheduled for 'Thursday, September 24' from '10:00 - 10:15am'. The dialog asks, 'Would you like to send cancellation emails to Google Calendar guests?'. Below this, a text input field contains the message: 'I'd like to cancel the appointment on September 24 10:00-10:15. Eco Pyon (19FXXXX)'. At the bottom of the dialog are three buttons: 'Dismiss', 'Don't send', and 'Send'. The 'Send' button is highlighted in blue. In the background, a calendar card for 'GBP/SCOPE Office, HOSEI University' is visible with a 'Going?' section showing 'Yes', 'No', and 'Maybe' options.

19FXXXX
Thursday, September 24 · 10:00 – 10:15am

Would you like to send cancellation emails to Google Calendar guests?

I'd like to cancel the appointment on September 24 10:00-10:15. Eco Pyon (19FXXXX)

Dismiss Don't send Send

GBP/SCOPE Office, HOSEI University

Going? Yes No Maybe

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😊