

January 2021

## Accessing the MAC Student Advising System

### Access the system one of two ways:

1. Go to MyKE and on the Program Resources page look for Quick Links > MAC Links. Click on the link for **Student Services and Career Advising Appointments**.

Or

2. Click on this URL:  
<https://outlook.office365.com/owa/calendar/MACCareerAdvising@kenanflaglerunc.onmicrosoft.com/bookings/>

### Signing up for a spot:

On the sign-up page if you are prompted to login, login using your **Kenan-Flagler username in the following format: username@business.unc.edu**

On the sign-up page:

- Click on and select the service you want.
- (optional) select the name of the person you want to see. There will usually only be one choice.
- Using the calendar, select the date you want.
- Select the time slot you want.
- Fill out the details at the bottom of the page for name, phone, email, and additional questions.
- Click the Book button.

**NOTE:** If you wait on the sign-up page for a long time you could have been logged out “behind the scenes” and then receive an error when clicking the Book button. Close the browser and try again.

### After Signing Up:

You will receive a confirmation email after booking that will come from the name MAC Advising. It will have an ICS (internet calendar) file attachment that you can open and save to your personal calendar.

You will receive one or more confirmation emails as you get closer to the appointment.

If you wish to cancel or modify your appointment, open the appointment on your calendar and click on the link to Manage booking. That will open a page to reschedule or cancel your appointment.

**NOTE:** if the appointment is in the next 24 hours you must contact your advisor by email to cancel.