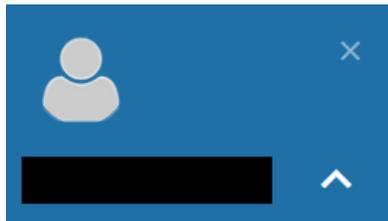


Enabling Appointment Reminders

ConnectNU can send users reminder emails before their appointment. This feature needs to be enabled by the user.

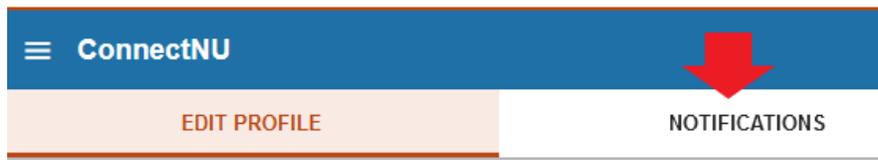
1. Log into ConnectNU (<https://connectnu.northwestern.edu>).
2. Click the menu icon (☰) in the upper left corner to view the left sidebar.
3. Click on your name to expand more options.
4. Click on the Edit Profile link.



Edit Profile

Logout

5. Click on the Notifications tab.



6. Find the Appointments box on the Notifications page.

7. Check the box next to the kind of reminder email you want to receive. You can update the time that you receive the reminder after you check the box.

Preferences
Set preferences for text and email notifications.

Appointments
Customize the timing of your appointment reminders.

Remind me **before the start:**
15 minutes

Remind me of the appointment:
9:00 am the day of

8. Click the Save Changes button in the bottom right corner to save your updated settings.

Appointments
Customize the timing of your appointment reminders.

Remind me **before the start:**
15 minutes

Remind me of the appointment:
9:00 am the day of

[CLEAR CHANGES](#) [SAVE CHANGES](#)