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.
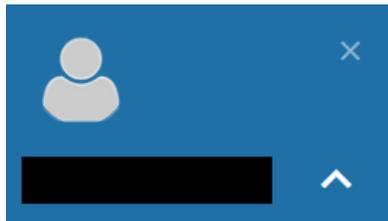
5. Click on the Notifications tab.
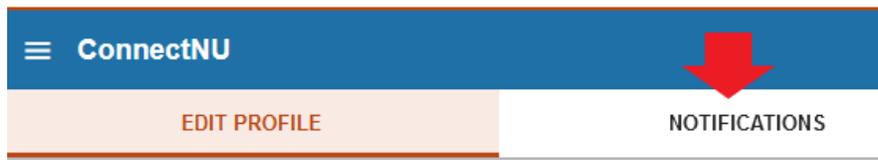
6. Find the Appointments box on the Notifications page.

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.

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