



How can I schedule a **tutoring** appointment?



STEP 1

Access Insight

Insight is one of the apps on your Microsoft 365 account. Or, you can follow the link below: <https://easternct-insight.symplicity.com>

STEP 2

Click "Tutoring Appointment"

Click the "New Tutoring Request" button. Select the course or subject area and preferred date/time ranges, then click the "Check Availability" button.

STEP 3

Select an appointment!

Available appointments will appear on the right side of the screen. Please select the appointment that works best for you.

STEP 4

Confirm your appointment

Add notes to share with the tutor, including the topic(s) you'd like to cover. Click the "Submit Request" button. You will receive an email confirmation once your meeting is scheduled.

