

A New Option to Make Your Next Appointment
www.meetme.so/UKWorkLife

I am excited to let former and current clients of Work+Life Connections know about our new online scheduling system. Many of you asked for a more convenient way to make an appointment rather than directly calling our offices each time. We hope this new online system will address that need and make it easier for our returning clients to schedule an appointment. Please note that, for now, this online scheduling system is for our returning clients only.

As always, you can still call us at 859-257-8763 Monday through Friday, 8:30 am to 4:30 pm to schedule an appointment.

Sincerely,
Ann M. Bassoni, LCSW

1. To get started go to www.meetme.so/UKWorkLife
2. Click on the dates in the white cells to see available times.
3. Once you've selected a time(s), click the "Next" button and enter your contact information. **Under name please enter your first and last initial and the last 4 digits of your social security number** and then click "Done."
4. You will receive an e-mail that your request has been received. You will receive another e-mail once your appointment has been confirmed.




Work+Life Connections

1210 University Drive
155 Seaton Center
Lexington, KY 40506
(859) 257-9433
www.uky.edu/hr/wlc

To get started, Go to www.meetme.so/UKWorkLife

Select at least one time that works for you

 **155 Seaton Center:** 1210 University Drive Lexington, KY 40506-0219 ([map](#))

 **Duration:** 60 minutes

Your time zone: United States; Ea... (GMT-4) [DST] ([change](#))

October 2014						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	More >	

Click on dates in white cells to see available times



Next

Selected times

No times selected

Click on the dates in the white cells to see available times.

Select at least one time that works for you

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←→

October 2014

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6	7	8	9	10	11	12
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27	28	29	30	31	More >	

Availability for Wed, Oct 29, 2014

<input type="checkbox"/> 10:00am	<input type="checkbox"/> 2:30pm
<input checked="" type="checkbox"/> 1:00pm	<input type="checkbox"/> 4:00pm

[Next](#)

Selected times

- Wed, Oct 29, 2014, 01:00pm - 02:00pm (GMT-4) [DST]

Once you've selected a time(s), click the "Next" button and enter your contact information. **Under name please enter your first and last initial and the last 4 digits of your social security number** and then click "Done."

The screenshot shows a scheduling interface with a header bar containing a time slot: "Time: Wed, Oct 29, 2014, 01:00pm - 02:00pm United States; Eastern... (GMT-4) [DST] (Change)". Below the header is a blue bar with a "2" icon and the text "Provide information". The form contains several fields: a "Subject" field with the placeholder text "What is the meeting about?"; a "Your name" field; a "Your email" field with a note below it stating "The scheduling confirmation will be sent to this email"; a "Your phone" field; and a "Your note" field. An orange "Done" button is located at the bottom right of the form.

You will then receive an e-mail that your request has been received. You will receive another e-mail once your appointment has been confirmed. If it isn't confirmed, you will be asked to reschedule.