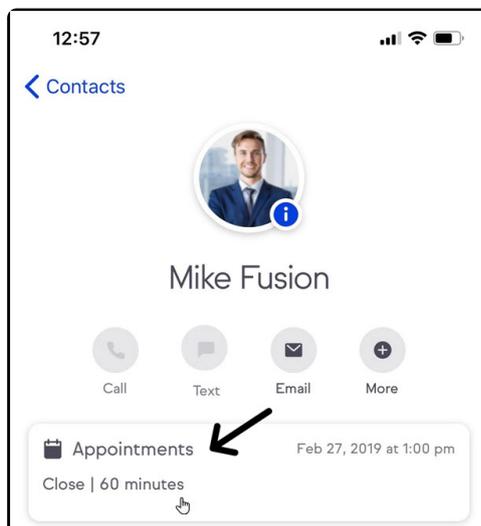# Keap Mobile: Contact reschedule or cancel appointments 🔗

This article applies to:
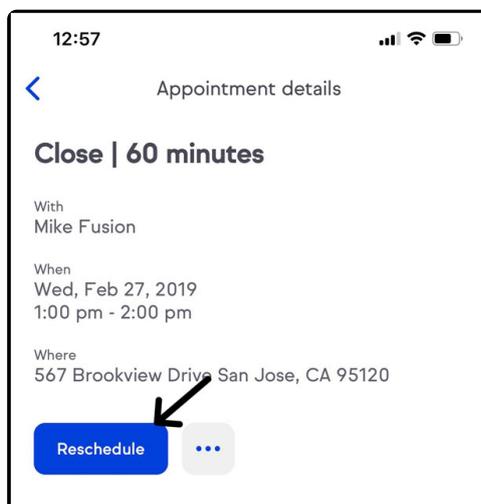
Install Keap Mobile to your iOS or Android device

Reschedule appointment

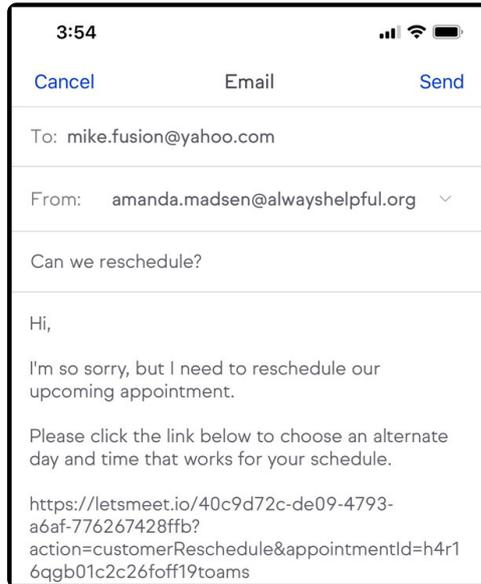- Navigate to a contact record and tap the appointments card
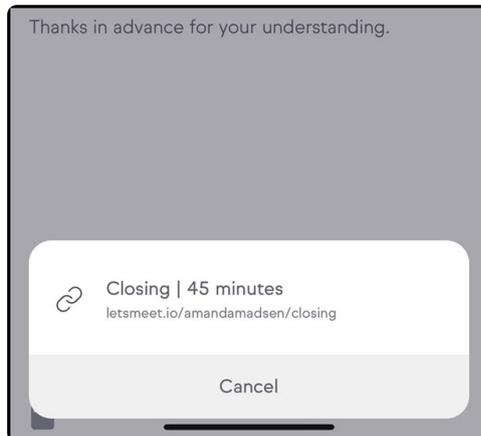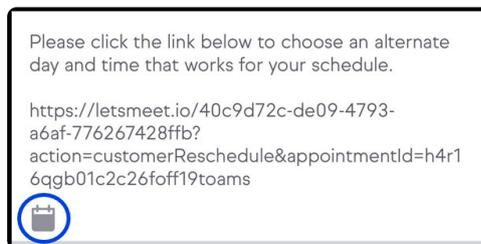

- Tap **"Reschedule"**

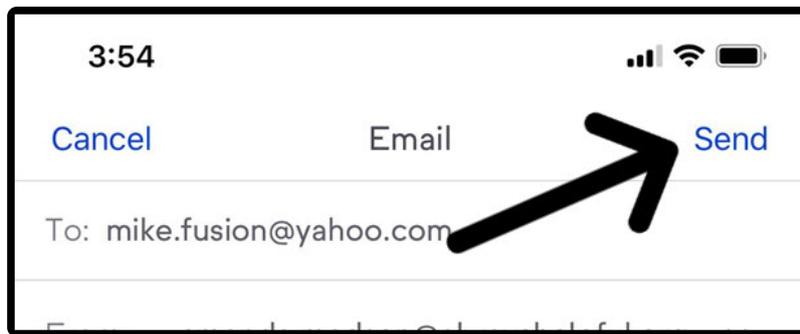- A pre-filled email will be created requesting the contact to reschedule

their appointment

- Click the calendar in the bottom left to select a different booking link
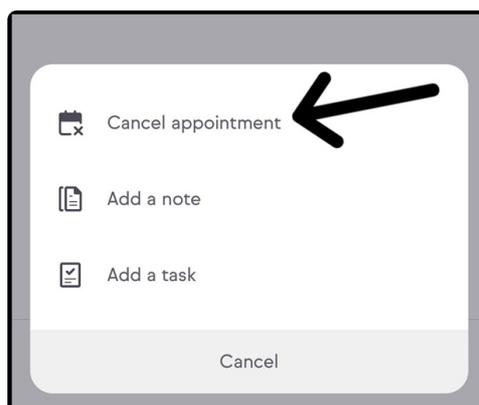

- Send the email

> **Note**: Appointments will not automatically be rescheduled. The contact will still need to book a different time from the link sent within the reschedule email. Once that's done the original appointment will be updated with the new time.
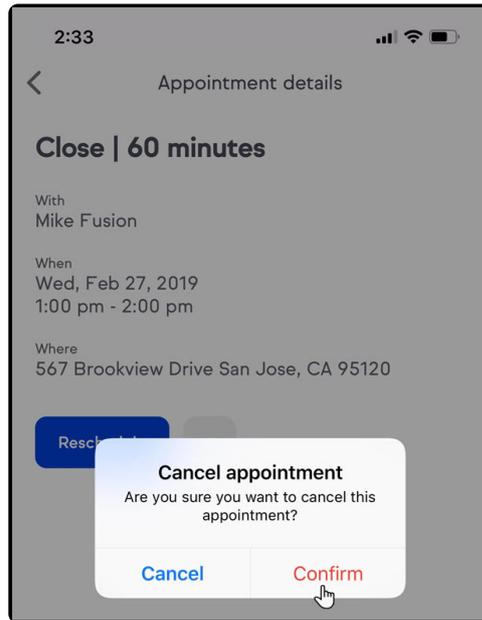
To cancel appointment

- In the appointment details tap on the more button (...)
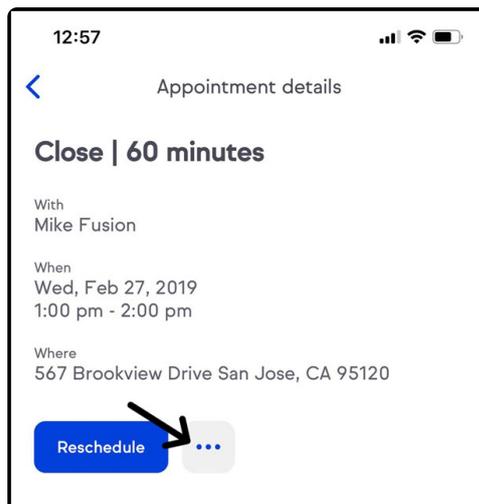
- Tap on cancel appointment

- Tap on confirm

Note: the appointment will automatically cancel and send a cancellation confirmation to the user and to the contact that booked the original appointment.

FAQ

Can I see all my appointments in one place in the Keap mobile app?

At the current time, no. We do not have a place to see all your appointments. You only see the appointments when you go to a contact record that has a booked appointment or a past appointment.