

# Appointments Online

## Getting started with Appointments Online

NOTE: your personal information is kept safe and secure when using Appointments Online.

### *To register:*

1. At the reception desk or on the telephone, ask to register for Appointments Online. Be prepared to give some information that will identify you, e.g last medication or postcode & telephone number. You will be given a unique username and password - along with details of how to gain access to the website.
2. On your computer, using your internet browser and the URL provided, go to the Appointments Online website or the practice website [www.dapdune.co.uk](http://www.dapdune.co.uk) and follow the book appointment link.
3. Login - using the username and password with which you have been provided. **Note:** for security purposes, if the information is not accurately entered, you will not be allowed access.

### **You can now start using Appointments Online!**

Once logged in, you can book, view and cancel appointments.

When you book an appointment this way, you will receive confirmation immediately. There is no need to confirm it by phone or email - just make sure that you arrive promptly on the day!

### **Further information**

Should you have any questions or comments about using Appointments Online, you should contact the reception staff at your practice on 01483 400200; they will do their best to be of assistance.