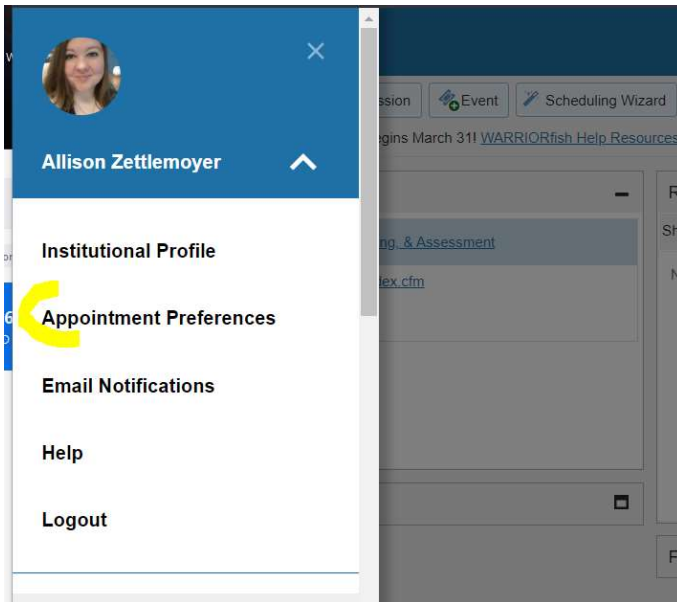
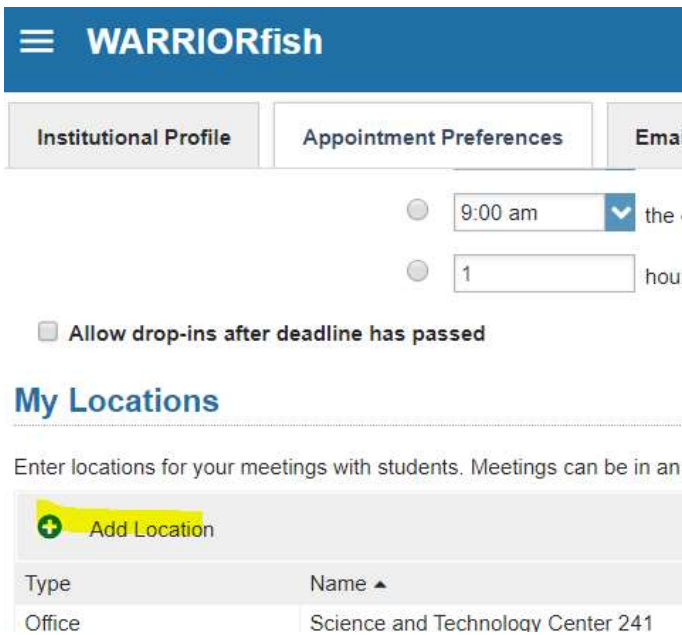


## Changing In-Office Appointments in WARRIORfish to Zoom

Step 1: Click on "Appointment Preferences" in your Basic Settings menu.



Step 2: Click "Add Location".





**Step 5: Select the checkbox for Zoom. Deselect your physical office location. SUBMIT.**

The screenshot shows a web form titled "Edit Office Hours - Office Hours". At the top right, there are two buttons: "Never Mind" and "Submit". The form contains several sections:

- Title:** A text input field containing "Office Hours".
- What day(s)?** A dropdown menu set to "Weekly" and "Repeats every" set to "1" week(s). Below this are checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun. All are checked.
- What time?** Two input fields: "8:00 am" and "4:30 pm".
- Where?** A note: "Note: You may select more than one location to give students a choice." Below this are two checkboxes: "Zoom" (checked and circled in yellow) and "Science and Technology Center 241" (unchecked).
- Office hours Type** A dropdown menu set to "Scheduled And Walk-ins". Below it is the text: "Take either scheduled appointments or walk-ins".
- How long?** Two dropdown menus: "20 minutes" for "minimum appointment length" and "20 minutes" for "maximum appointment length".
- Appointment Types** A section titled "Select the types of meetings you will have in these office hours." with a grid of checkboxes:
  - Academic Advising (unchecked)
  - Library (unchecked)
  - Personal (checked)
  - Special Projects (checked)
  - Student Events (checked)
  - General Assistance (checked)
  - PDS Appointment (unchecked)
  - Programs & Initiatives (checked)
  - Student Employment (checked)
  - Tutoring (unchecked)

At the bottom, there are two tabs: "Instructions" and "Start/End Date". Below the tabs is a text input field with the placeholder "These will be sent to anyone who makes an appointment." At the very bottom, there are two buttons: "Never Mind" and "Submit" (circled in yellow).

**\*Please note that if you have set up multiple office hour blocks, then you will have to edit each one.**