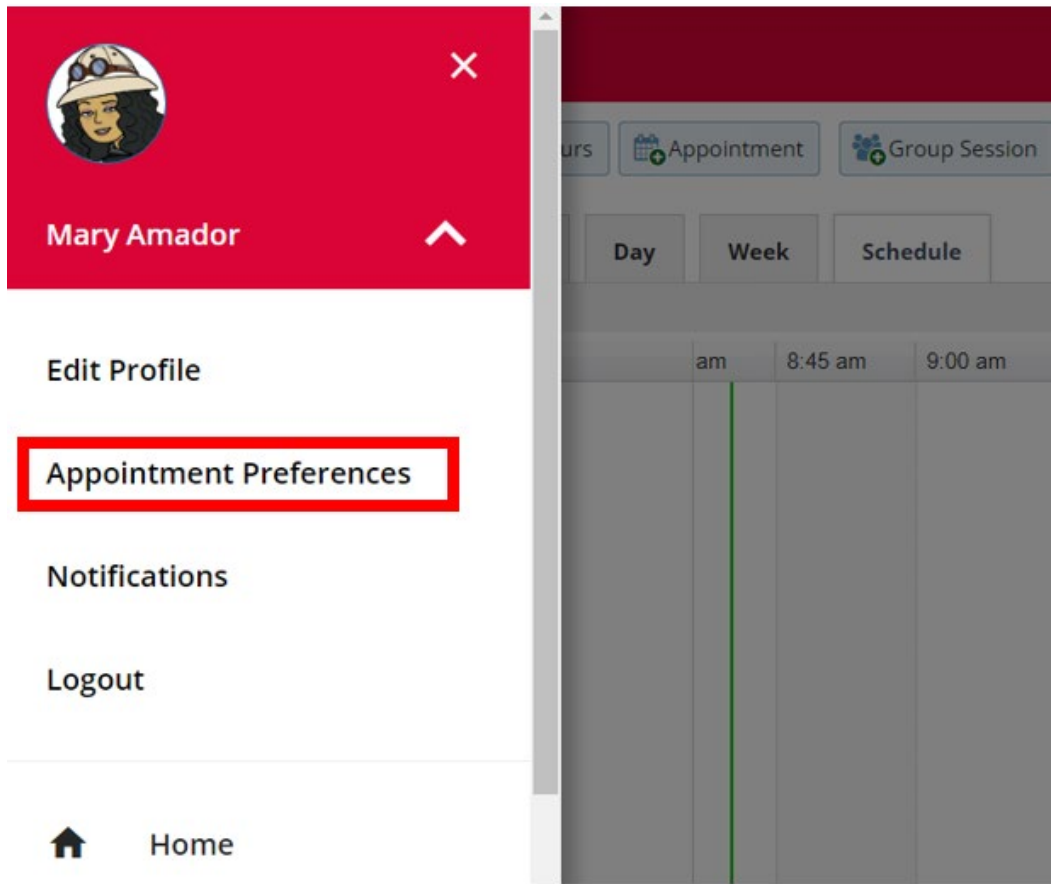
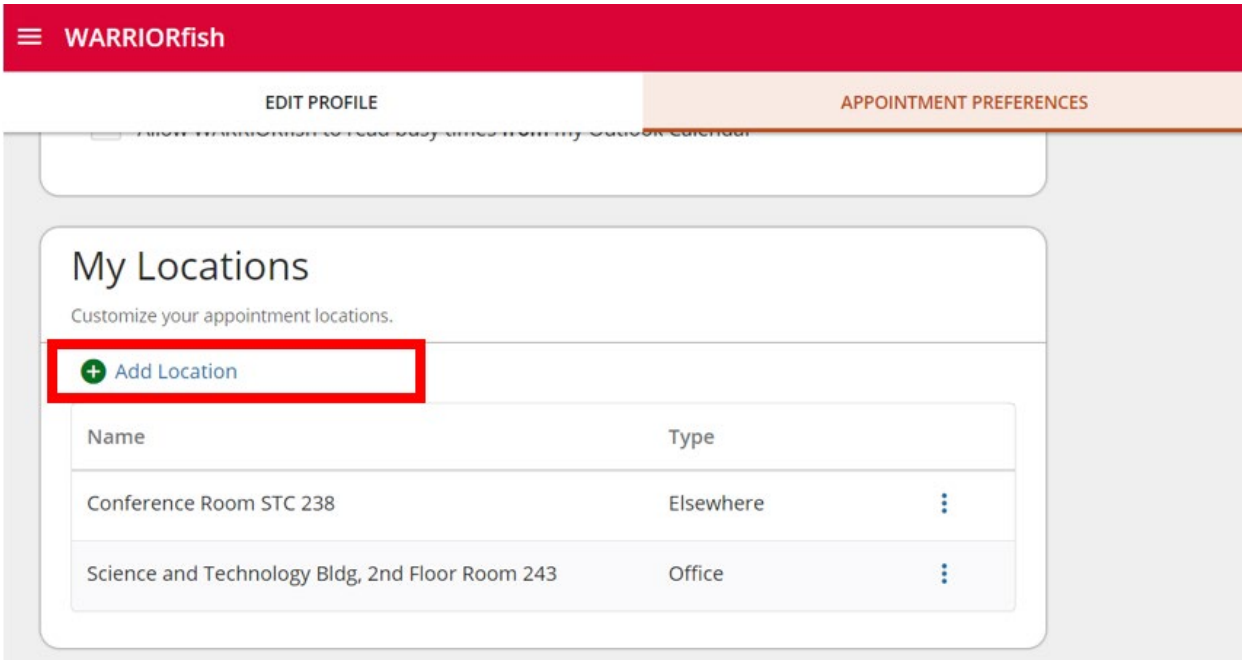


CHANGING IN-OFFICE APPOINTMENTS IN WARRIORFISH TO ZOOM

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

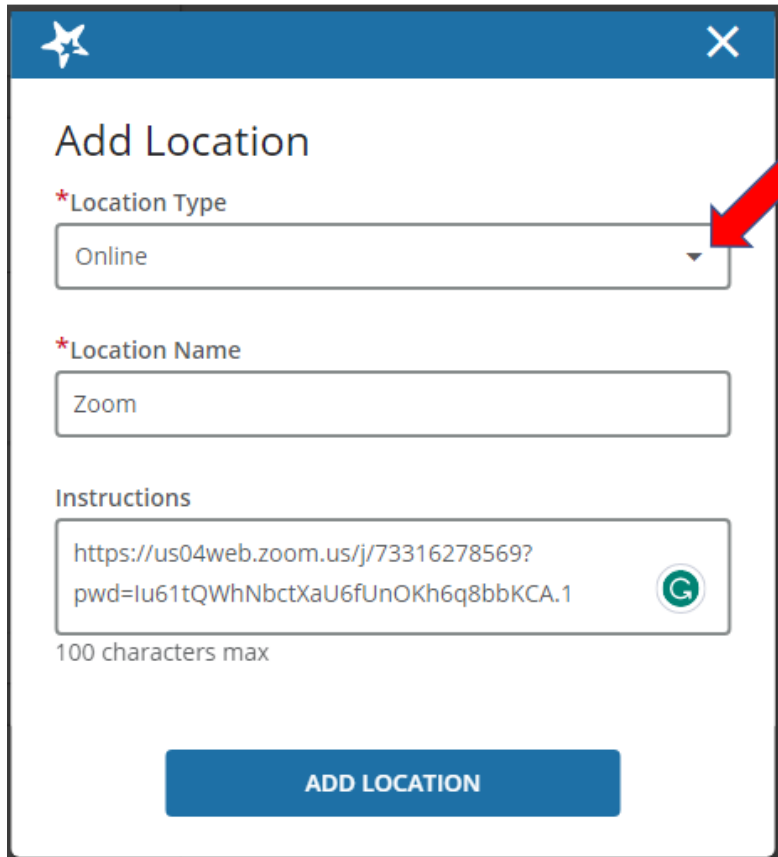


Step 2: In the My Locations Section - Click “Add Location”.



CHANGING IN-OFFICE APPOINTMENTS IN WARRIORFISH TO ZOOM

Step 3: Click on the “Location Type Drop Down and select **Online**



Add Location

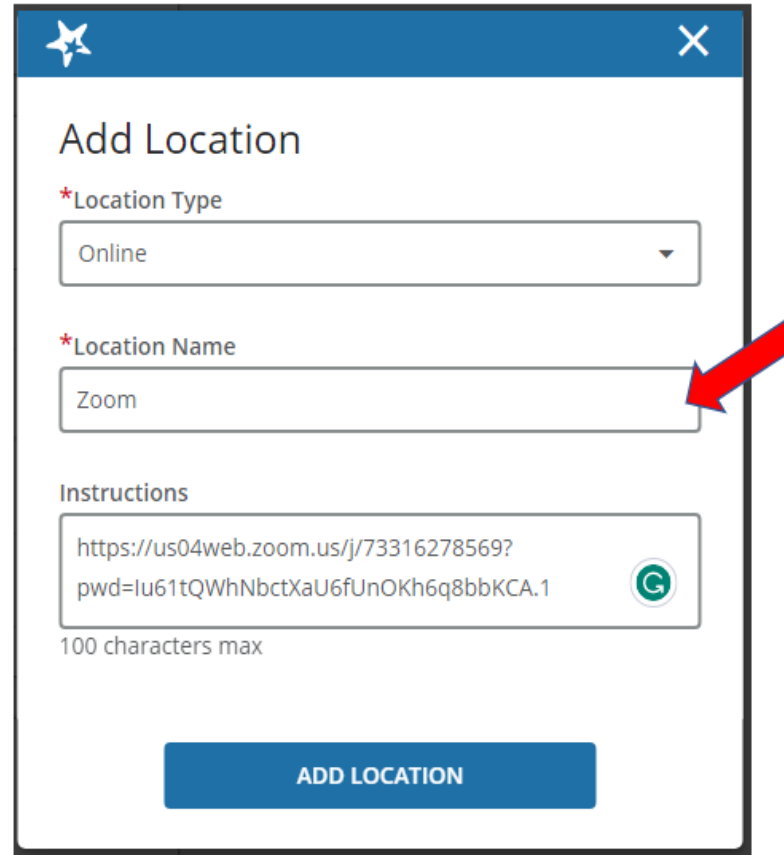
*Location Type
Online

*Location Name
Zoom

Instructions
https://us04web.zoom.us/j/73316278569?
pwd=lu61tQWhNbctXaU6fUnOKh6q8bbKCA.1
100 characters max

ADD LOCATION

Step 4: Add Location Name **“Zoom”**



Add Location

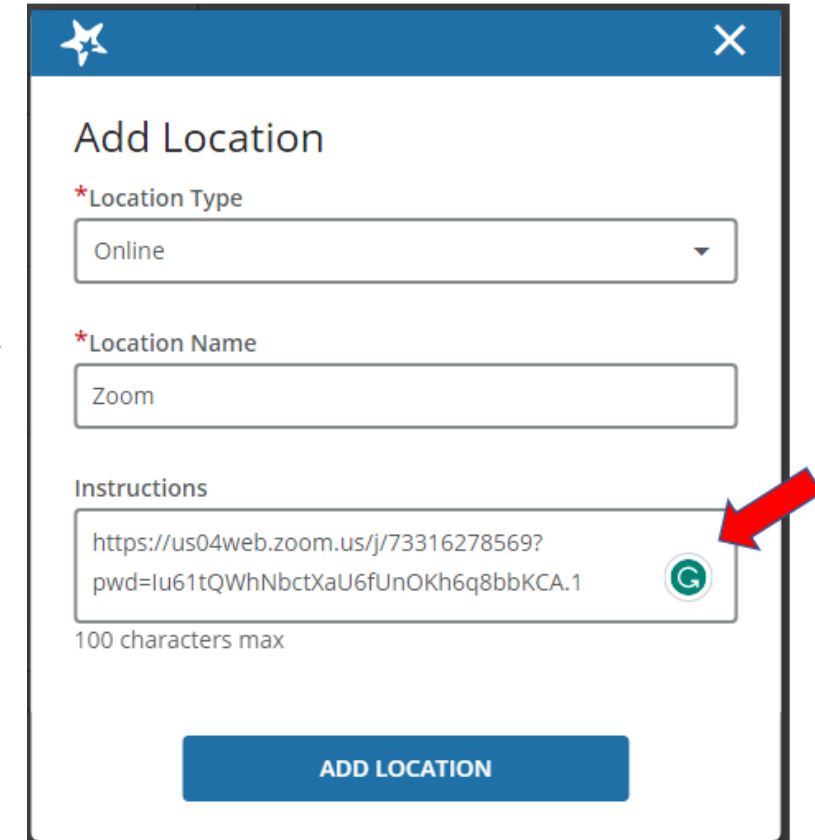
*Location Type
Online

*Location Name
Zoom

Instructions
https://us04web.zoom.us/j/73316278569?
pwd=lu61tQWhNbctXaU6fUnOKh6q8bbKCA.1
100 characters max

ADD LOCATION

Step 5: Add **“Zoom Link”** and any instructions.



Add Location

*Location Type
Online

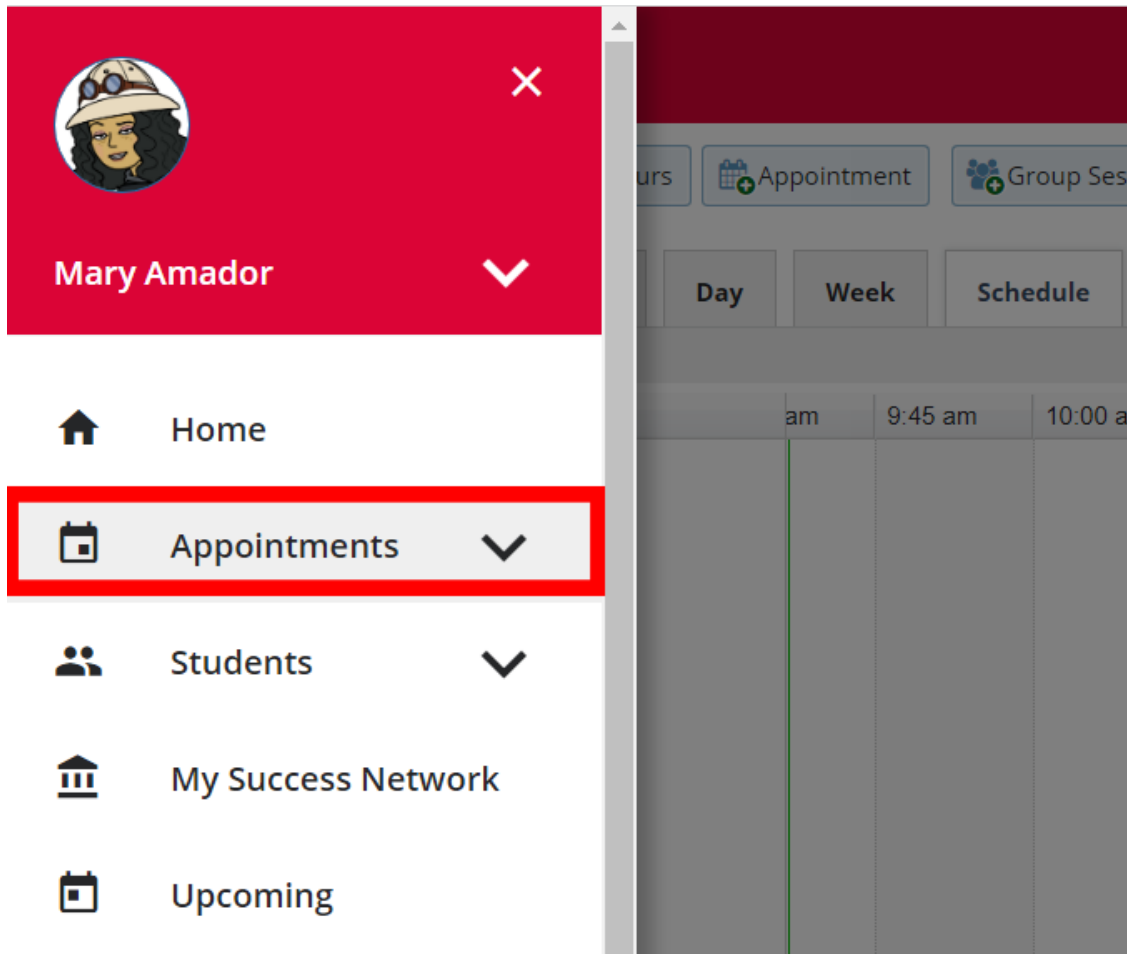
*Location Name
Zoom

Instructions
https://us04web.zoom.us/j/73316278569?
pwd=lu61tQWhNbctXaU6fUnOKh6q8bbKCA.1
100 characters max

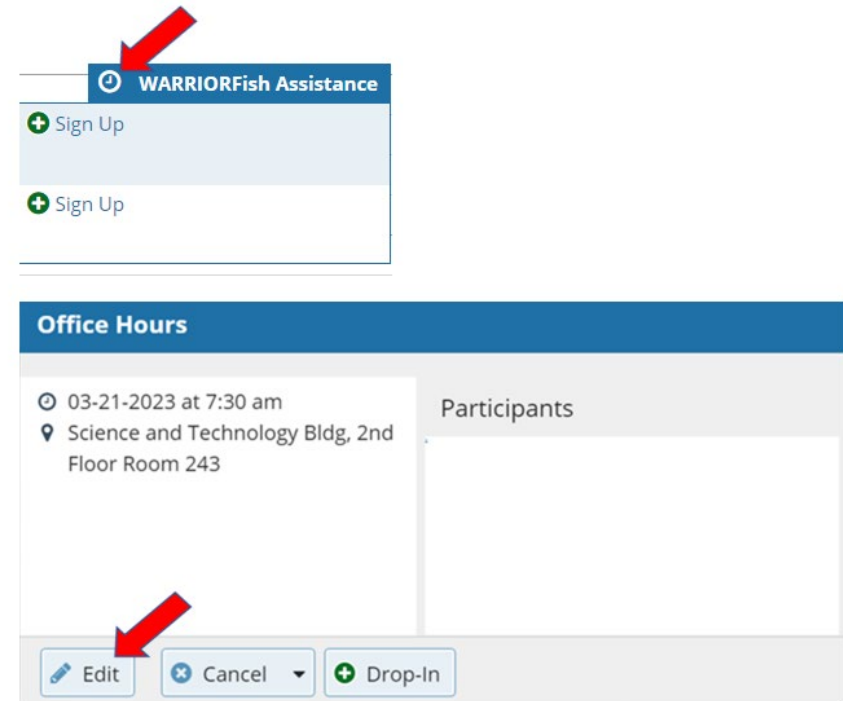
ADD LOCATION

CHANGING IN-OFFICE APPOINTMENTS IN WARRIORFISH TO ZOOM

Step 6: If you previously set up Office Hour Blocks, you will now need to edit them to include your added Zoom location. From your menu, click on **"Appointments"**. Here you will see your existing Office Hour blocks.



Step 7: To edit, hover over the clock icon and select **"Edit"**.



CHANGING IN-OFFICE APPOINTMENTS IN WARRIORFISH TO ZOOM

Step 8: Select the checkbox for **Zoom**.
Deselect your physical office location.
SUBMIT.

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

The screenshot shows the 'Add Office Hours' form in the WarriorFish system. The form includes the following fields and options:

- Calendar:** My Calendar
- Title:** WARRIORFish Assistance
- What day(s)?** Weekly (dropdown), Repeats every 1 week(s) (dropdown)
- Repeat on:** Mon, Tue, Wed, Thu, Fri, Sat, Sun (checkboxes)
- What time?** Enter Start Time to Enter End Time
- Where?** Note: You may select more than one location to give students a choice.
 - ☐ Conference Room STC 238
 - ☐ Science and Technology Bldg, 2nd Floor Room 243
 - ☒ Zoom (highlighted with a red box)
- Office hours Type:** Scheduled And Drop-Ins (dropdown), Take either scheduled appointments or drop-ins
- How long?** 30 minutes (dropdown) minimum appointment length, 30 minutes (dropdown) maximum appointment length
- Appointment Types:** Select the types of meetings you will have in these office hours.
 - ☐ Academic Advising
 - ☐ Career Advising
 - ☐ Extended Learning
 - ☐ Library
 - ☐ Personal
 - ☐ Special Projects
 - ☐ Student Events
 - ☐ Athletics
 - ☐ Department of Academic Success
 - ☒ General Assistance
 - ☐ PDS Appointment
 - ☐ Programs & Initiatives
 - ☐ Student Employment
 - ☐ Tutoring

At the bottom, there are 'Never Mind' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.