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

Step 4: Add Location Name “Zoom”

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