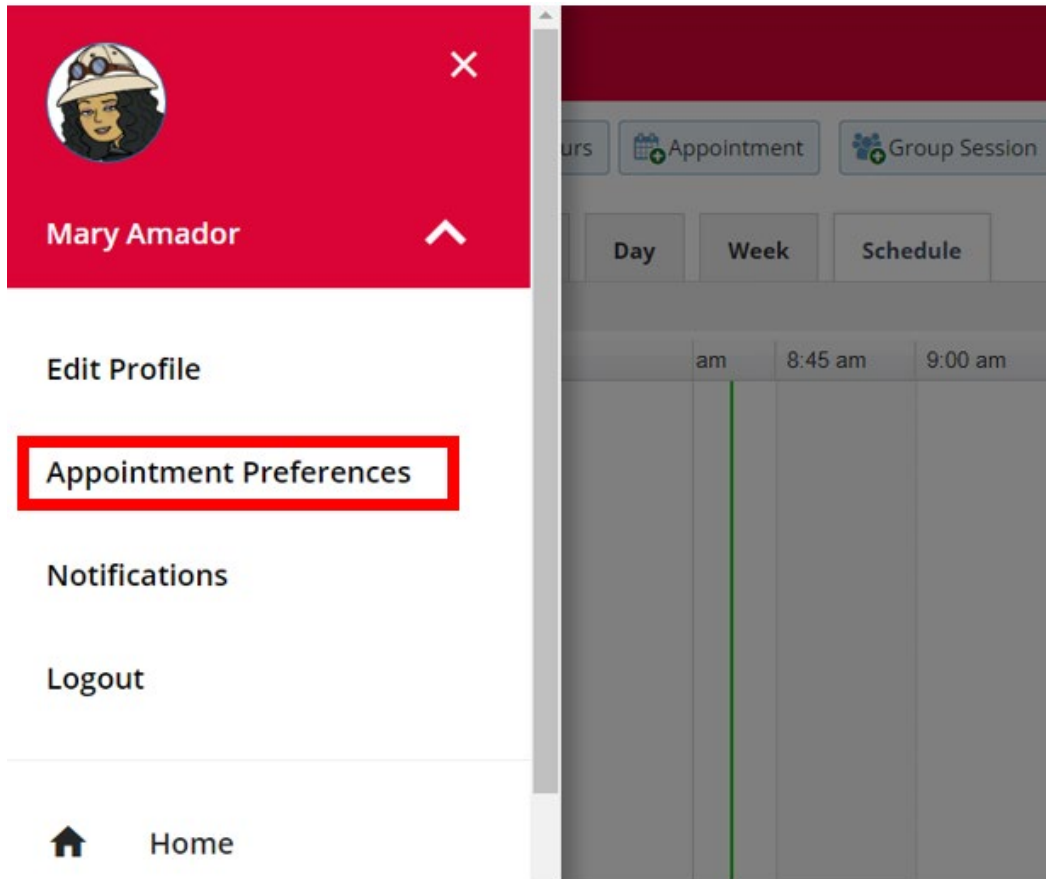
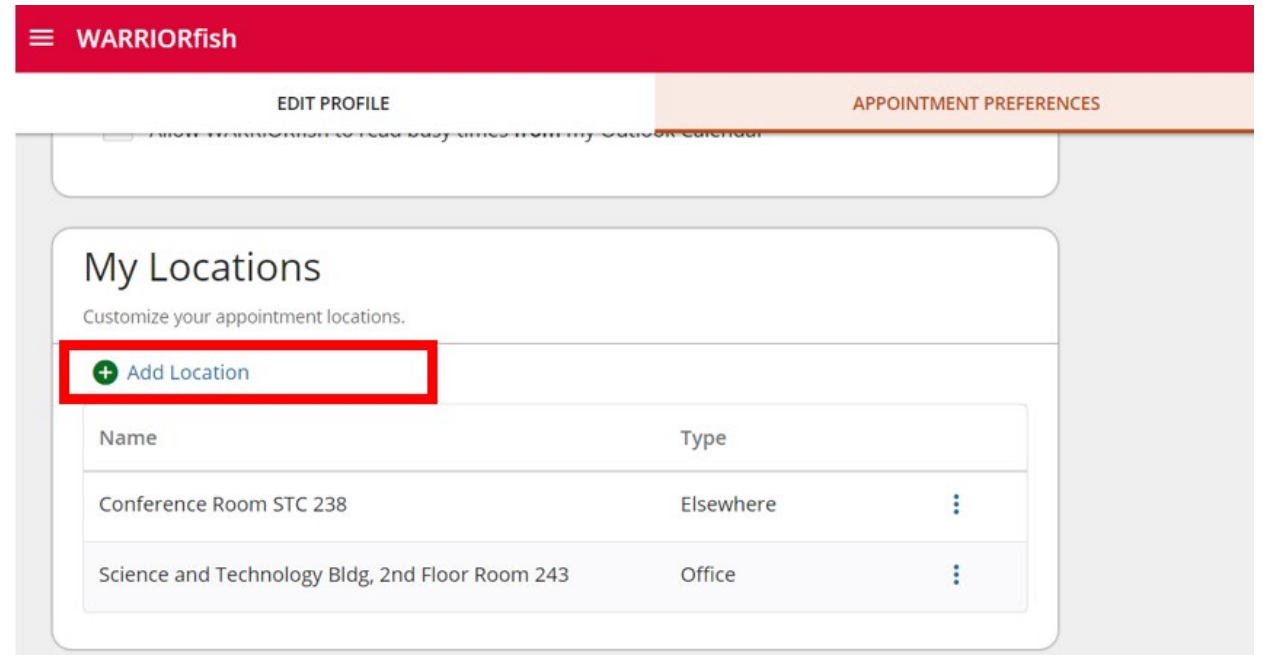


CHANGING IN-OFFICE APPOINTMENTS IN WARRIORFISH TO ZOOM

Step 1: Click on “[Appointment Preferences](#)” in your Basic Settings menu.

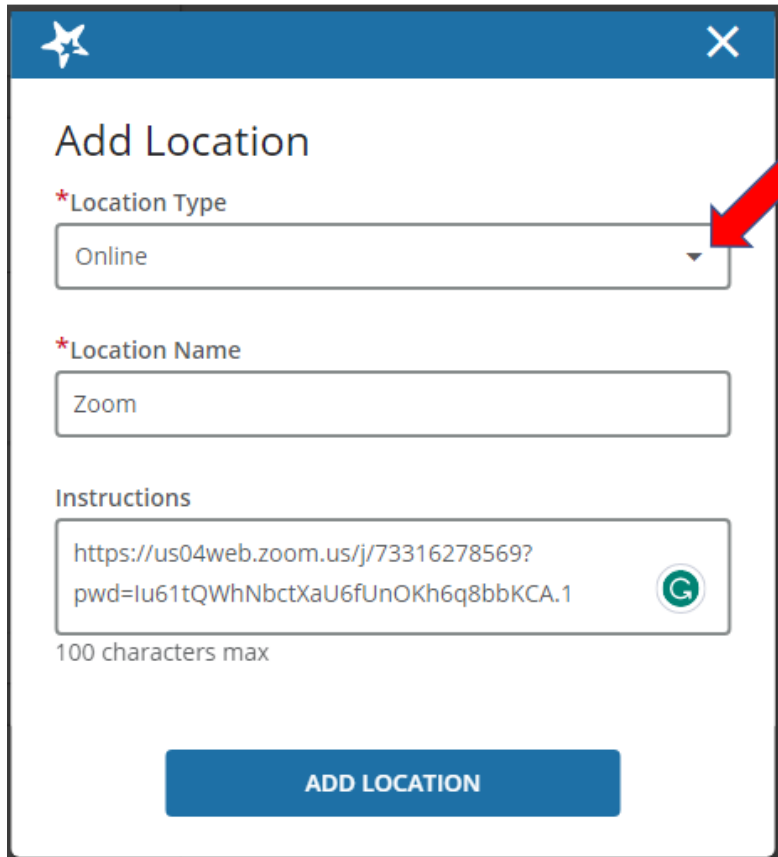


Step 2: In the My Locations Section - Click “[Add Location](#)”.



CHANGING IN-OFFICE APPOINTMENTS IN WARRIORFISH TO ZOOM

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



Add Location

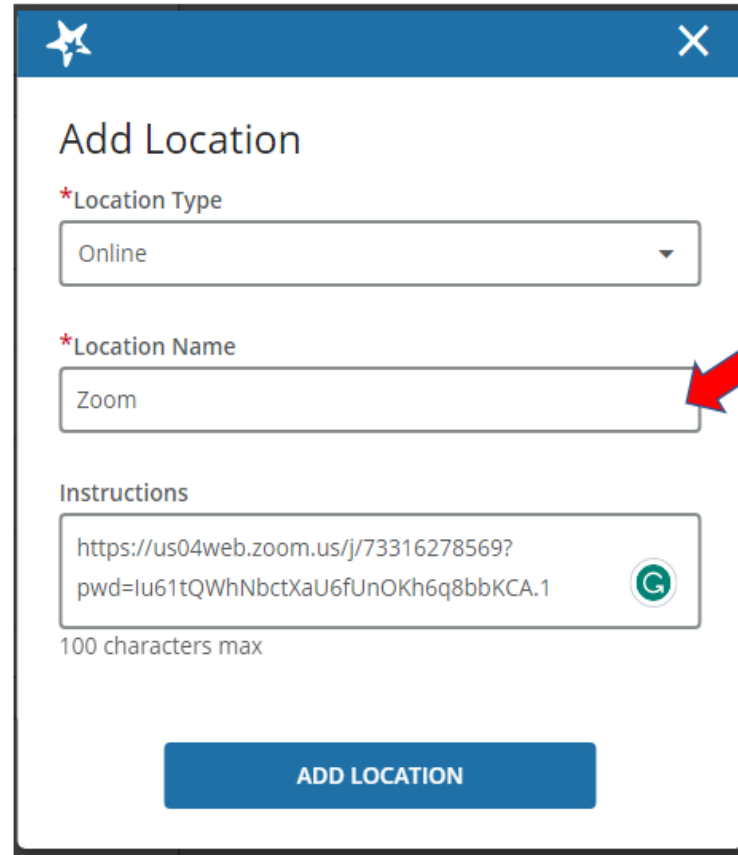
*Location Type
Online

*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

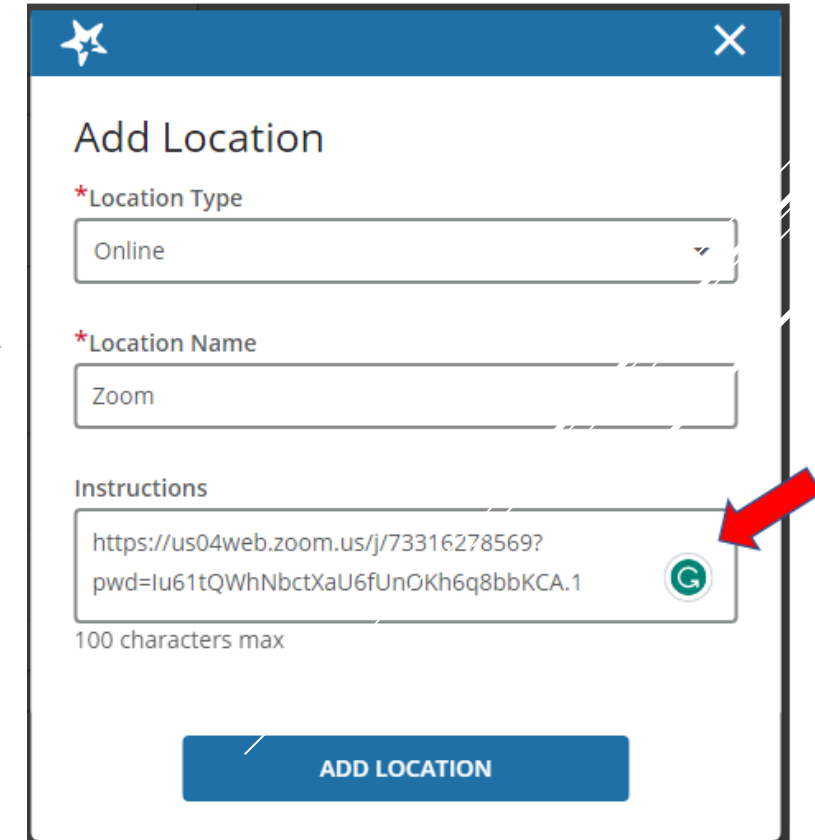
*Location Type
Online

*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

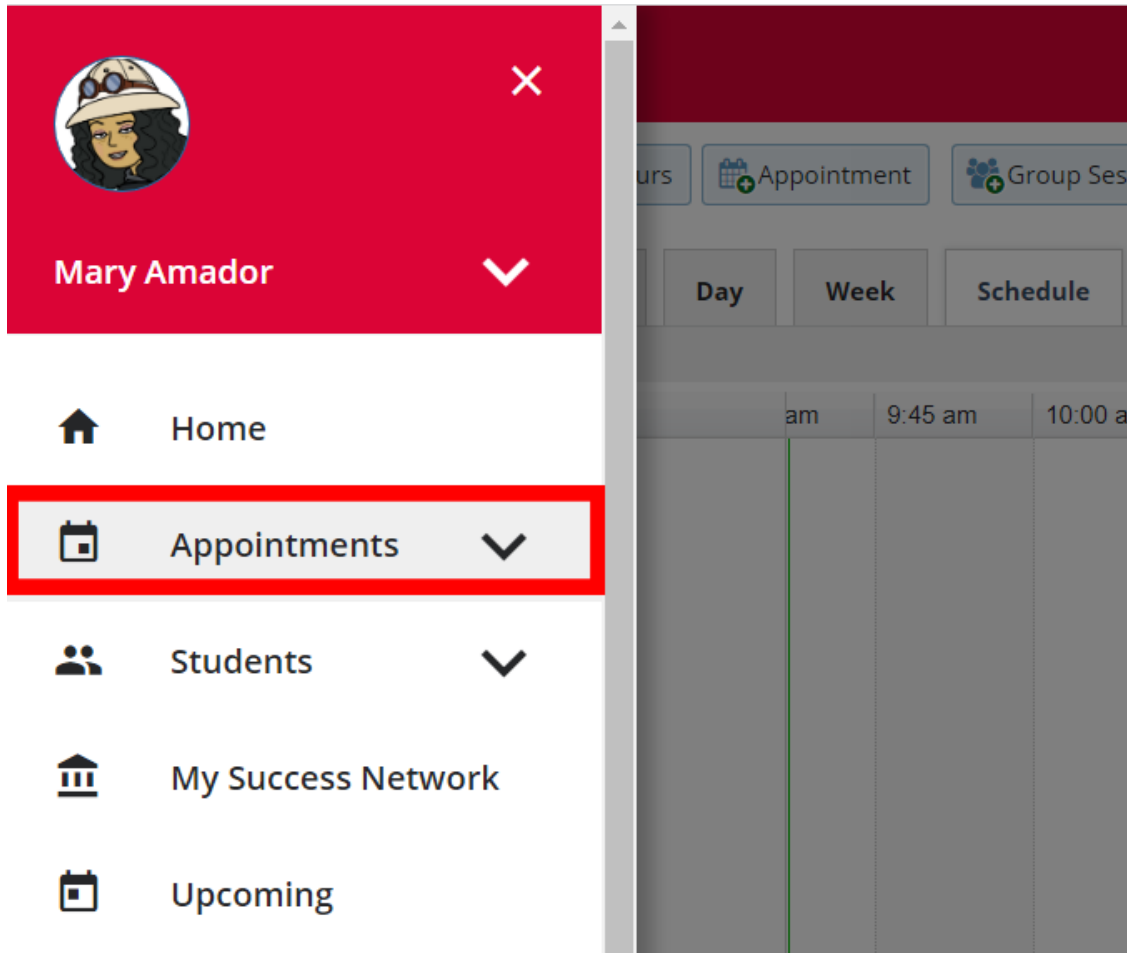
*Location Name
Zoom

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

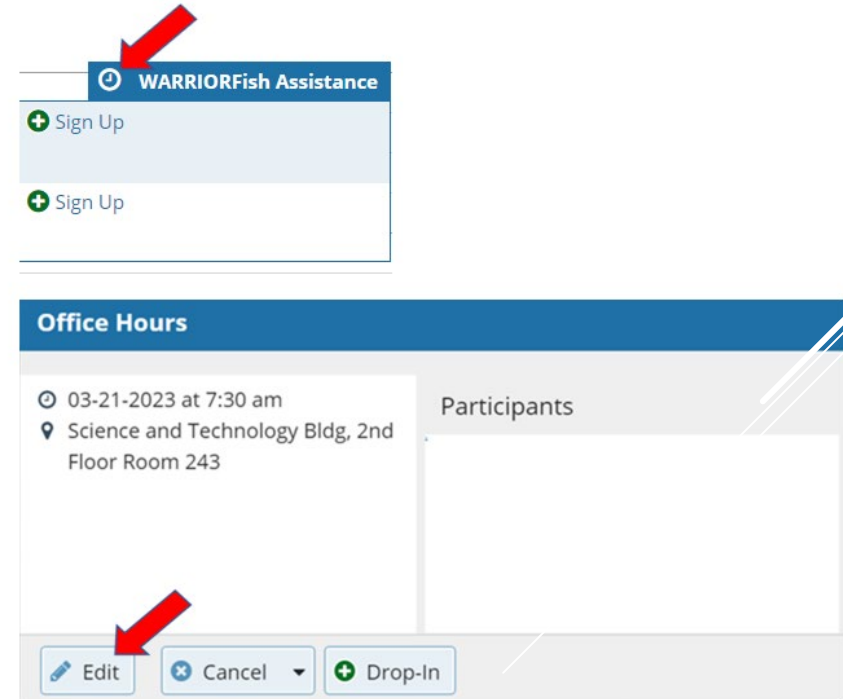
ADD LOCATION

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.

Add Office Hours [Never Mind] [Submit]

* Calendar: My Calendar

* Title: WARRIORFish Assistance

* What day(s)? Weekly [v] Repeats every 1 [v] week(s)

Repeat on: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

* 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**

* Office hours Type [?] Scheduled And Drop-Ins [v]

Take either scheduled appointments or drop-ins

* How long? 30 minutes [v] minimum appointment length

30 minutes [v] maximum appointment length

* Appointment Types: Select the types of meetings you will have in these office hours.

☐ Academic Advising	☐ Athletics
☐ Career Advising	☐ Department of Academic Success
☐ Extended Learning	☒ General Assistance
☐ Library	☐ PDS Appointment
☐ Personal	☐ Programs & Initiatives
☐ Special Projects	☐ Student Employment
☐ Student Events	☐ Tutoring

* Required fields [Never Mind] [Submit]