Navigating Appointments in Microsoft Teams (For Students)

REVISED 3/12/20 (LLRS)

To Make an Appointment: Select Archivum from Drop-down

> ➤ It is important to note that students can also go through the e-scheduler portal and be redirected to the Archivum appointment scheduler

Student Home Page

➢ Click "Appointments" Tab to schedule an appointment

Selecting an Advisor by name

Selecting an Advisor by Name

> ➢ Simply type in the name of the SSP you wish to meet with and their profile will appear in the drop-down menu

Selecting an Advisor by Name

▶ Click the SSP's name to view their available appointment times

Selecting a Date and Time

Scheduling the Appointment

➢ Schedule your appointments through Archivum and select the "Skype" option.

➢ You will receive a confirmation from Archivum immediately

➢ Later you will receive another email from your advisor with a link to the virtual meeting in Microsoft Teams

➢ **Note:** You do no need to download the app or make an account if you are using a laptop or desktop

  ➢ If you are using a phone, the app is necessary

Scheduling the Appointment Continued

➢ Open the email and click on the link marked "Join Microsoft Teams Meeting"

➢ You will also have the option to add the meeting to your Google Calendar and set a reminder when it is time for your appointment

Mar 12 Thu

Academic Advising with
View on Google Calendar

When   Thu Mar 12, 2020 12pm – 12:30pm (EDT)
Where   - We will conduct the meeting via Microsoft Teams.
Who   Landis, Lisa*

[Yes] [Maybe] [No]   More options
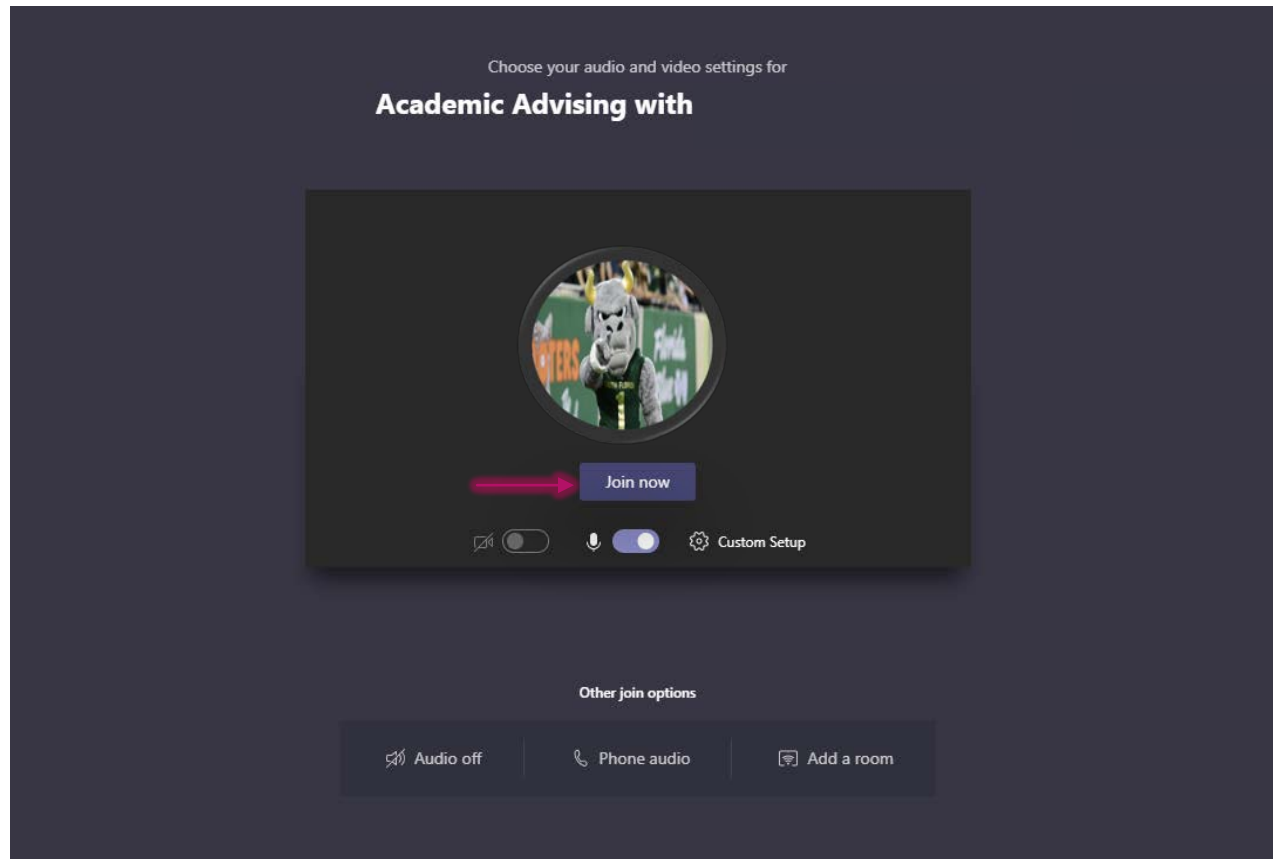
Appointment Details

| Meeting with:
| Contact Number:
| Email:
| Time: 3/12/2020 12:00 PM EDT
| Booked On: 3/10/2020 11:33 AM EDT
| Format: Skype
| Reason: General Advising
| Additional Info: Hi

Join Microsoft Teams Meeting

+1 813-694-2079   United States, Tampa (Toll)

Conference ID: 126 597 948#

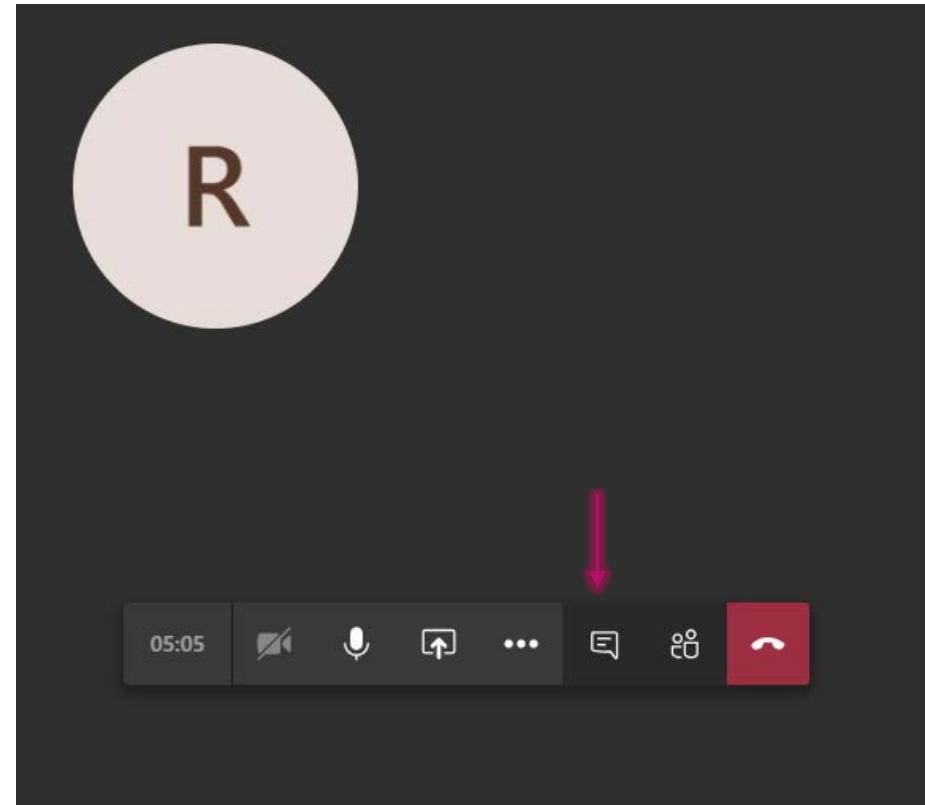Local numbers | Reset PIN | Learn more about Teams | Meeting options

Call Waiting Room

> Clicking the link will take you to the call waiting room

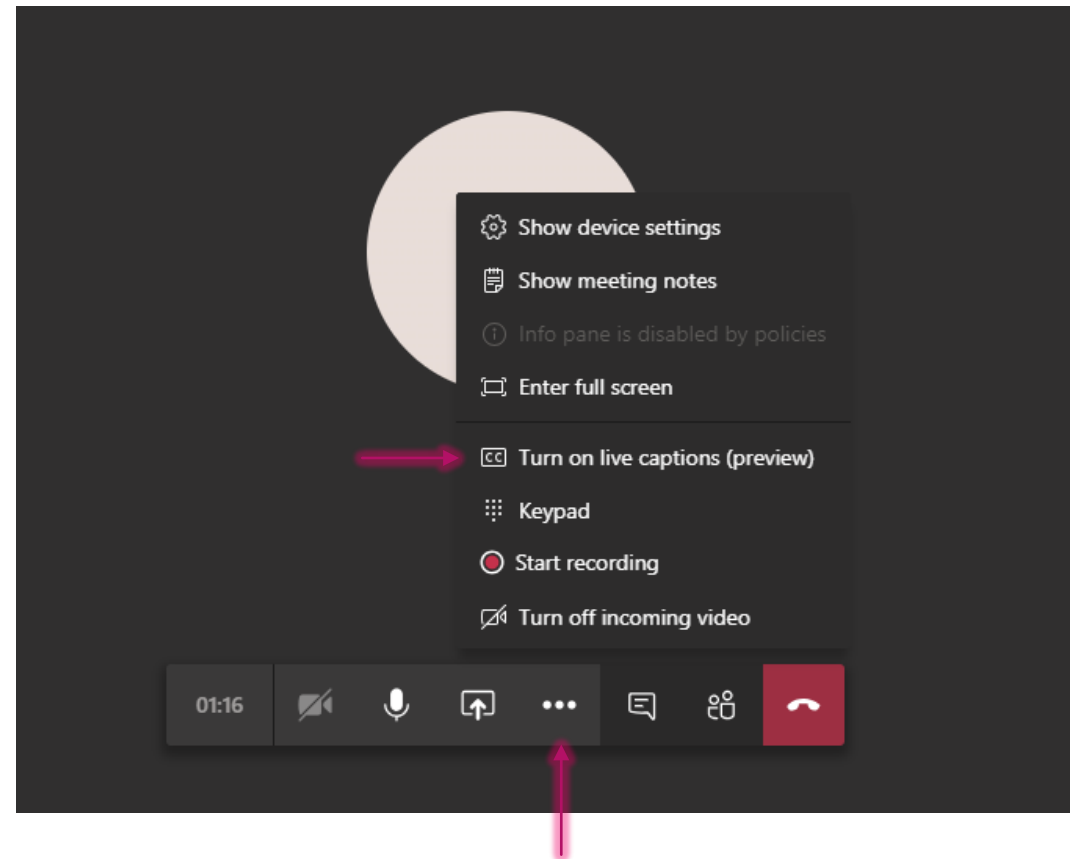> At the time of your appointment, click "Join Now

During Appointment

➢ There is also the option to enter the chatroom with your advisor in the event that neither microphone is working

During Appointment

➤ There can be live captions that appear at the bottom of the screen during the video call as well

➤ This option only works if both parties have it selected

Ending the Appointment

➤ Simply click on the red phone button in the task bar near the bottom of he screen to end the call.