



Navigating Appointments in Microsoft Teams (For Students)

REVISED 3/12/20 (LLRS)

To Make an Appointment: Select Archivum from Drop-down



The screenshot shows the MyUSF website interface. At the top, the USF University of South Florida logo is visible. Below the logo, the text "Welcome to MyUSF" is displayed. A navigation bar contains several menu items: EMAIL, LEARNING & TEACHING TOOLS, BUSINESS SYSTEMS, MY RESOURCES, MANAGE MY NETID, and LOGOUT. The "BUSINESS SYSTEMS" menu is expanded, showing a list of options: Archivum, GEMS, FAST, OASIS (Staff), Payroll Certs, and Data Marts. The "Archivum" option is highlighted with a red border. To the right of the menu, there is a section titled "Inside USF" with several event announcements, including "Give Life Day: September 6", "Regional Graduate Fair: September 13", "ResearchOne Events: Fall 2018", and "University Lecture Series Announces September October Speakers".

- 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

HOME APPOINTMENTS USF FAQ E-PORTFOLIO ABOUT ME

Welcome back,
[Name]

Bus Analytics & Info SystemsAdvertising Senior 3.96 Cumulative GPA

My Tasks
You don't have any outstanding tasks. Nice work cleaning up your task queue!

Quick Actions
My Travel Dashboard
Applicant Checklist

Go Mobile!
Enjoy Archivum on-the-go by downloading the app today! Search for "Archivum" in the Google or Apple stores or download the app by following the links below.

Google Play App Store

- Click "Appointments" Tab to schedule an appointment

Selecting an Advisor by name

▼ Book an Appointment

Note: This feature is in a PILOT Phase for the College of Behavioral and Community Sciences and the MUMA College of Business. If you are intending to schedule an appointment within these two colleges, continue below, otherwise navigate to [eScheduler](#)

Do you know who you want to meet with?



▼ My Upcoming Appointments

📅 1/14/2019 1:00 PM - Academic Advising with Derek Krinock

▼ My Past/Canceled/Completed Appointments

✓ 1/3/2019 - Academic Advising with Derek Krinock

📅 12/20/2018 - Academic Advising with Derek Krinock

⏸ 12/14/2018 - Academic Advising with Derek Krinock

✓ 12/12/2018 - Academic Advising with Alexis Barr

✓ 12/12/2018 - Academic Advising with Alexis Barr

Selecting an Advisor by Name

The screenshot shows a web interface for booking an appointment. At the top, there is a navigation bar with links for HOME, APPOINTMENTS, USF FAQ, E-PORTFOLIO, and ABOUT ME. Below this is a section titled 'Book an Appointment' with three tabs: 'With Whom?', 'When?', and 'Book'. The 'With Whom?' tab is active. Under this tab, there is a section for 'My College and Major' with a list of options: 'College of Business - Bachelor of Science' (which includes 'Major - Bus Analytics & Info Systems' and 'Major - Advertising'). Below this is a search prompt: 'Who do you want to meet with in Academic Advising?*' followed by a text input field containing the placeholder text 'Begin typing a name'. A red arrow points to this input field. At the bottom left of the form is a 'BACK' button.

- 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

HOME APPOINTMENTS USF FAQ E-PORTFOLIO ABOUT ME

▼ **Book an Appointment**


With Whom? When? Book

With Whom?

My College and Major


- College of Business - Bachelor of Science
 - Major - Bus Analytics & Info Systems
 - Major - Advertising

Who do you want to meet with in Academic Advising? *

 Derek Krinock ✕

Click Advisor to View Available Times

Advisors with a ★ are a part of your success team!



Derek Krinock

★ Derek specializes in course planning and helping students apply for internships and graduate school!

BACK

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

Selecting a Date and Time

APPOINTMENTS USF FAQ E-PORTFOLIO ABOUT ME

Book an Appointment

With Whom? When? Book

Appointment Details

Academic Advising

Attendees

- Derek Krinock (Advisor)
- [Redacted]

When?

You may only book an appointment up to 14 days in advance. All appointments are 30 minutes in length.
Times shown below are in Eastern Standard Time (EST).

Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21
8:00 AM	8:00 AM	8:00 AM	8:00 AM	NO TIMES	NO TIMES	8:00 AM
8:30 AM	8:30 AM	8:30 AM	8:30 AM			8:30 AM
9:00 AM	9:00 AM	9:00 AM	9:00 AM			9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM			9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM			10:00 AM
MORE	MORE	MORE	MORE			MORE

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 not 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

FAQ E-PORTFOLIO ABOUT ME

Book an Appointment

With Whom? When?

Appointment Details

Academic Advising
1/18/2019 8:00 AM EST
Phone
Career Advising
Career Advising

Attendees

Derek Krinock (Advisor)

Book

How would you like to meet with your advisor? *
 Phone Skype

Enter Contact Information

+1 (US) 813 1234567
 Check the box if you would like to receive a text message to remind you of your appointment
Message and data rates may apply.

Appointment Reason *

Career Advising
For help with: Internships, Undergraduate Resume, Study Abroad, Graduate School, Pre-health, Pre-Law

Briefly expand upon the reason for your appointment *

Career Advising
484 characters remaining

BOOK APPOINTMENT

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

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*

[More options](#)

Appointment Details

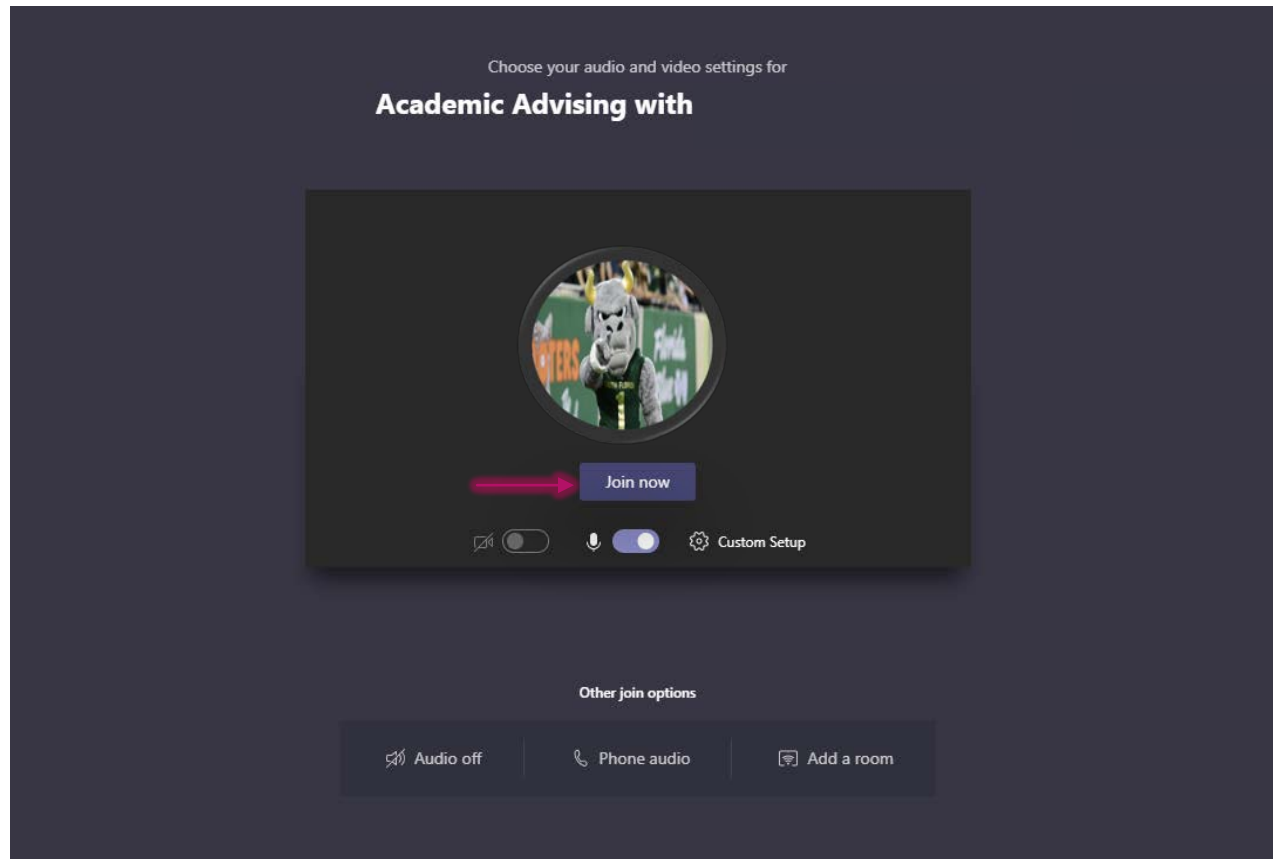
| Meeting with:
| Contact Number:
| Email: |
| Time: 3/12/2020 12:00 PM EDT
| Booked On: 3/10/2020 11:33 AM EDT
| Format: Skype
| Reason: General Advising
| Additional Info: Hi

[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](#)

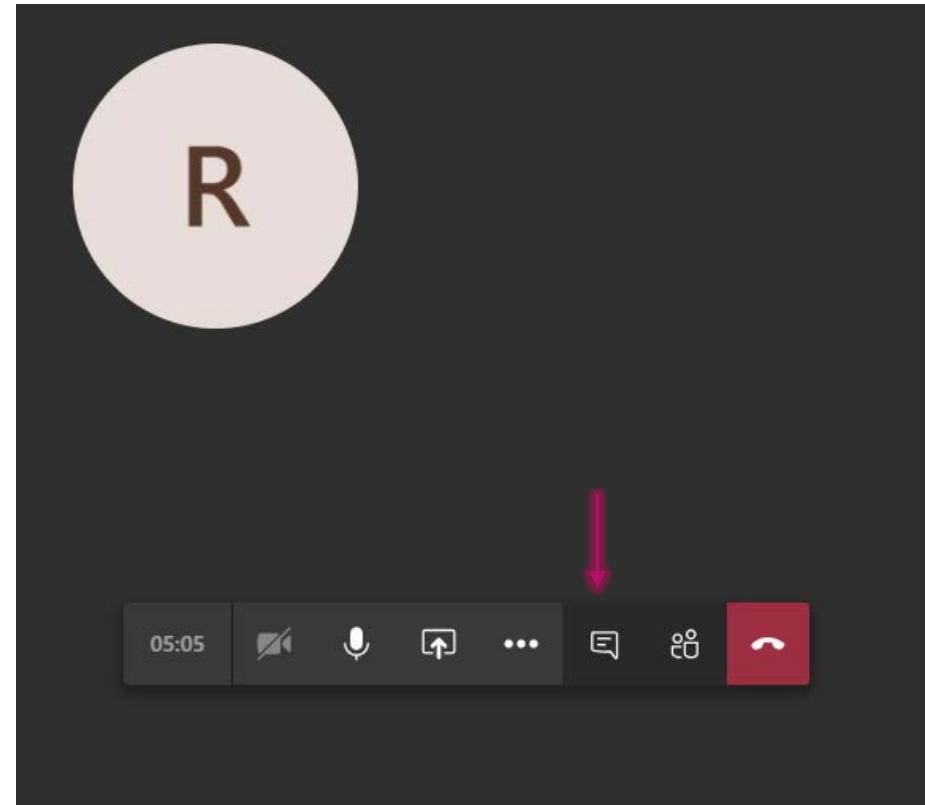
Call Waiting Room



- Clicking the link will take you to the call waiting room
- At the time of your appointment, click "Join Now"

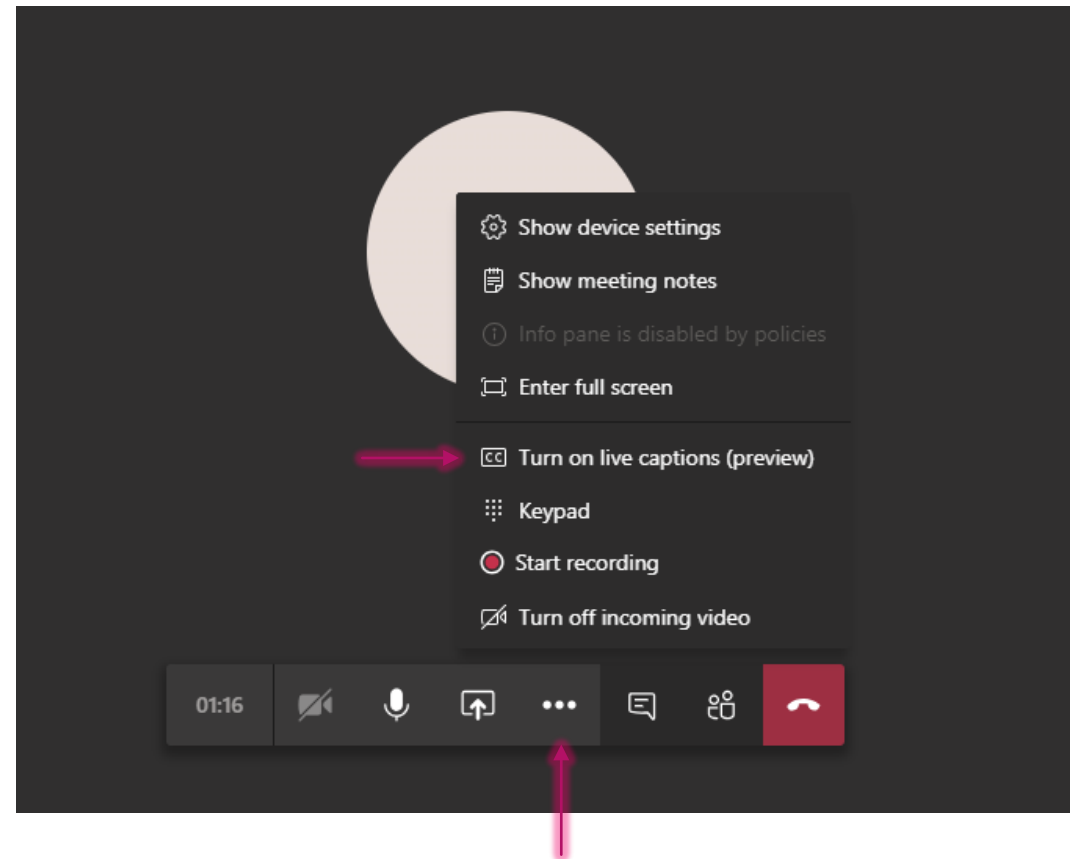
During Appointment

- 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 the screen to end the call.

