Navigating Appointments in Microsoft Teams For Students

https://www.usf.edu/engineering/student-services/

List of Advisors for “Pre-Engineering” Students in ENC 1302
https://www.usf.edu/engineering/student-services/academic-advising/advisors.aspx
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.
➢ Click “Appointments” Tab to schedule an appointment
Selecting an Advisor by name

- **Book an Appointment**
- **My Upcoming Appointments**
  - 1/14/2019 1:00 PM - Academic Advising with Derek Kinnock
- **My Past/Canceled/Completed Appointments**
  - 1/3/2019 - Academic Advising with Derek Kinnock
  - 12/28/2018 - Academic Advising with Derek Kinnock
  - 12/14/2018 - Academic Advising with Derek Kinnock
  - 12/12/2018 - Academic Advising with Alexis Barr
  - 12/12/2018 - Academic Advising with Alexis Barr
Selecting an Advisor by Name

- Simply type in the name of the ADVISOR you wish to meet with and their profile will appear in the drop-down menu.
Selecting an Advisor by Name

- Click the Academic Advisor’s name to view their available appointment times.
## Selecting a Date and Time

### Book an Appointment

**With Whom?**

- Academic Advising

**Attendees**

- Derek Krohn (Advisor)
- Daria Antipova (Student)

**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).

<table>
<thead>
<tr>
<th>Tue 1/15</th>
<th>Wed 1/16</th>
<th>Thu 1/17</th>
<th>Fri 1/18</th>
<th>Sat 1/19</th>
<th>Sun 1/20</th>
<th>Mon 1/21</th>
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<tbody>
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</table>

**Book**
Schedule your appointments through Archivum and select **TEAMS**

- 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.
Schedule your appointments through Archivum and select the **TEAMS** option.

- **Note:** You do not need to download the app or make an account if you are using a laptop or desktop.

- 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.
Open the email and **SCROLL DOWN** to click on the link marked “Join Microsoft Teams Meeting”

- 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
Call Waiting Room UNTIL YOU CLICK ON "JOIN NOW"

- 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.
ADVISORS

All of our academic advisors can assist with questions about College of Engineering admissions, program admissions, degree requirements, transfer articulation agreements, the degree audit system (DegreeWorks), registration, curriculum planning, transient processes, tutoring, etc. They provide resources and referrals to other offices at USF.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>E-mail Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Brian Brennan</td>
<td><a href="mailto:bbrennan1@usf.edu">bbrennan1@usf.edu</a></td>
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</tr>
<tr>
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<td><a href="mailto:arias@usf.edu">arias@usf.edu</a></td>
<td>813-974-3694</td>
</tr>
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