



# Navigating Appointments in Microsoft Teams (For Students)

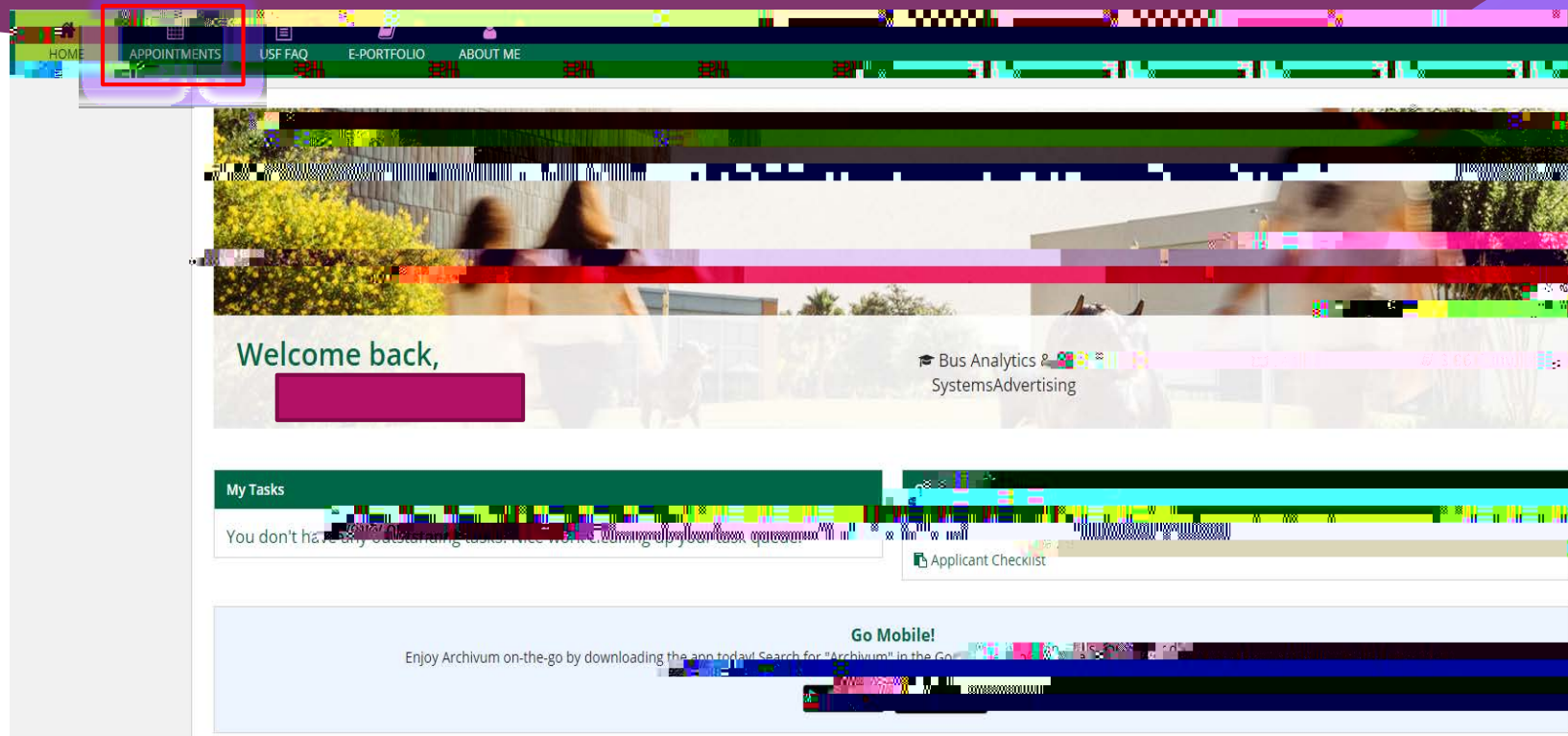
REVISED 3/12/20(LLRS)

# To Make an Appointment: Select Archivum from Drop -down



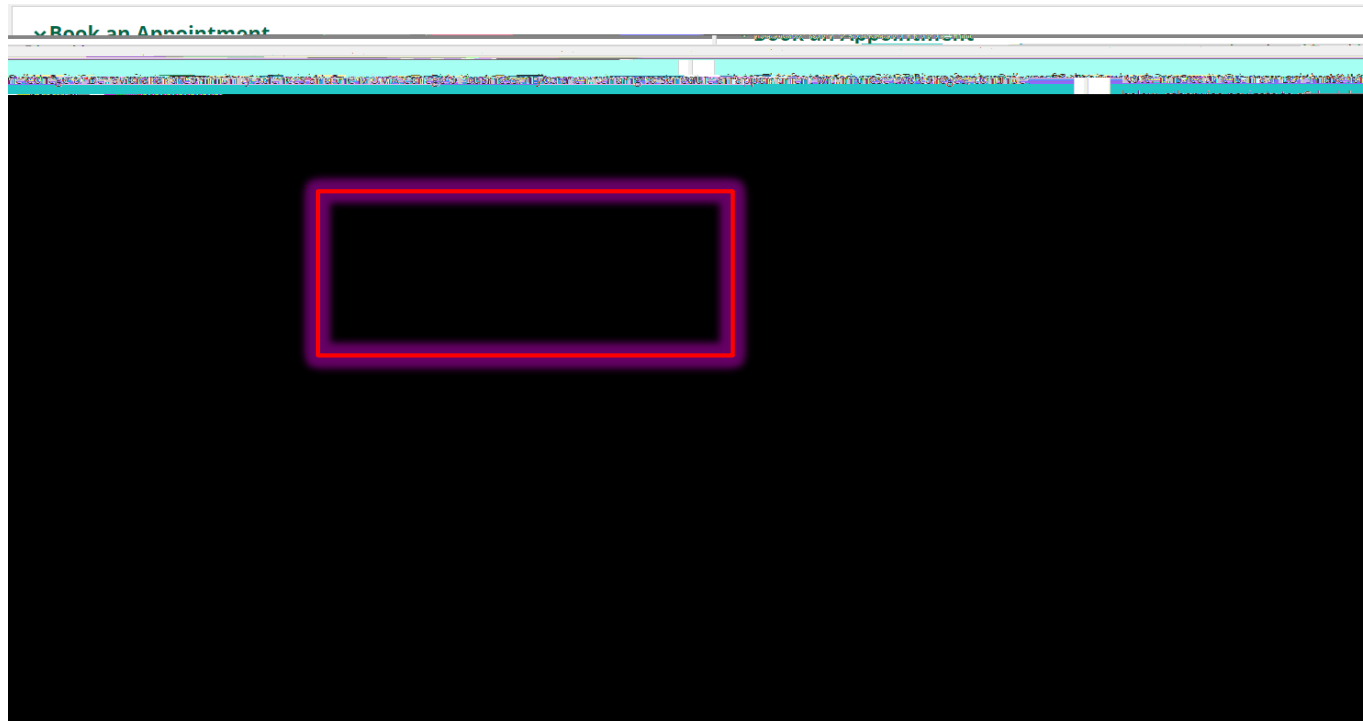
¾ It is important to note that students can also go through the e -scheduler portal and be redirected to the Archivum appointment scheduler

# Student Home Page

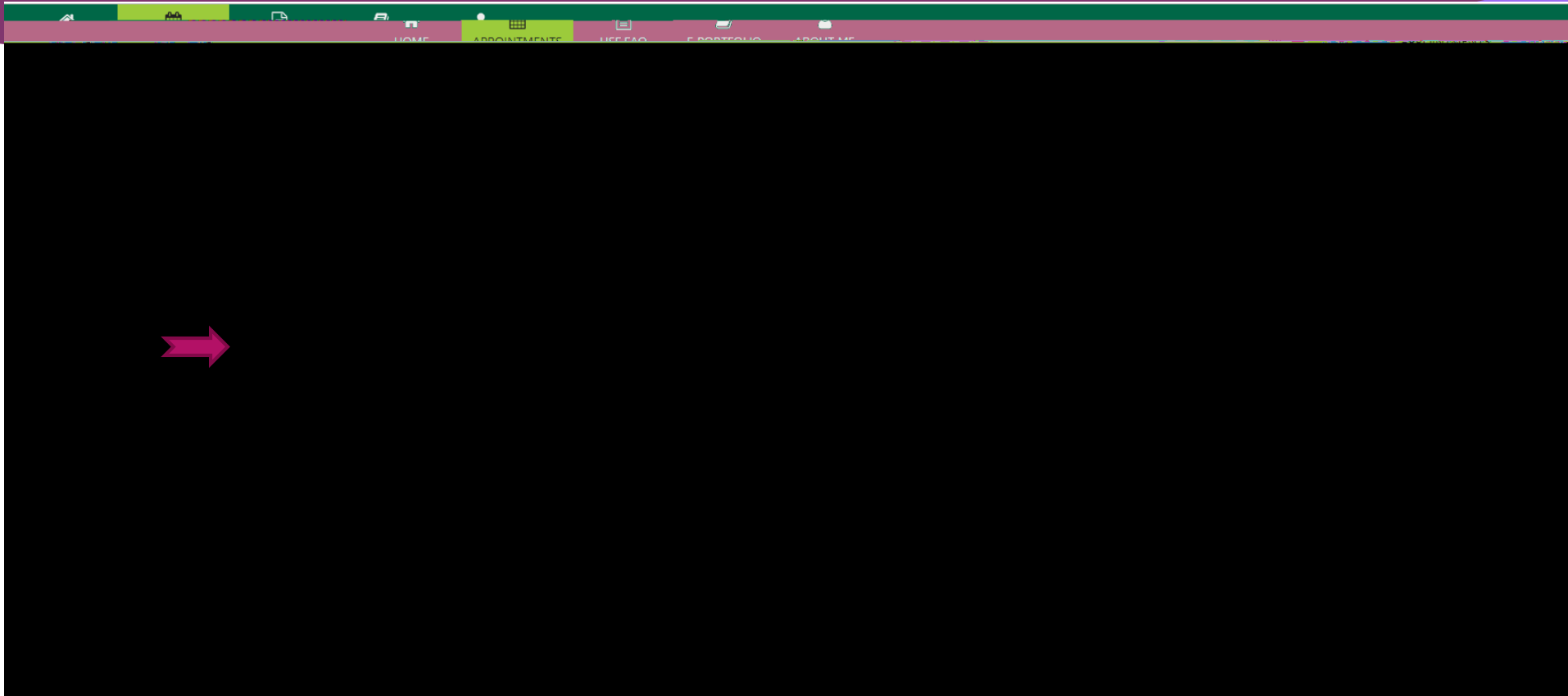


¾ Click “Appointments” Tab to schedule an appointment

# Selecting an Advisor by name

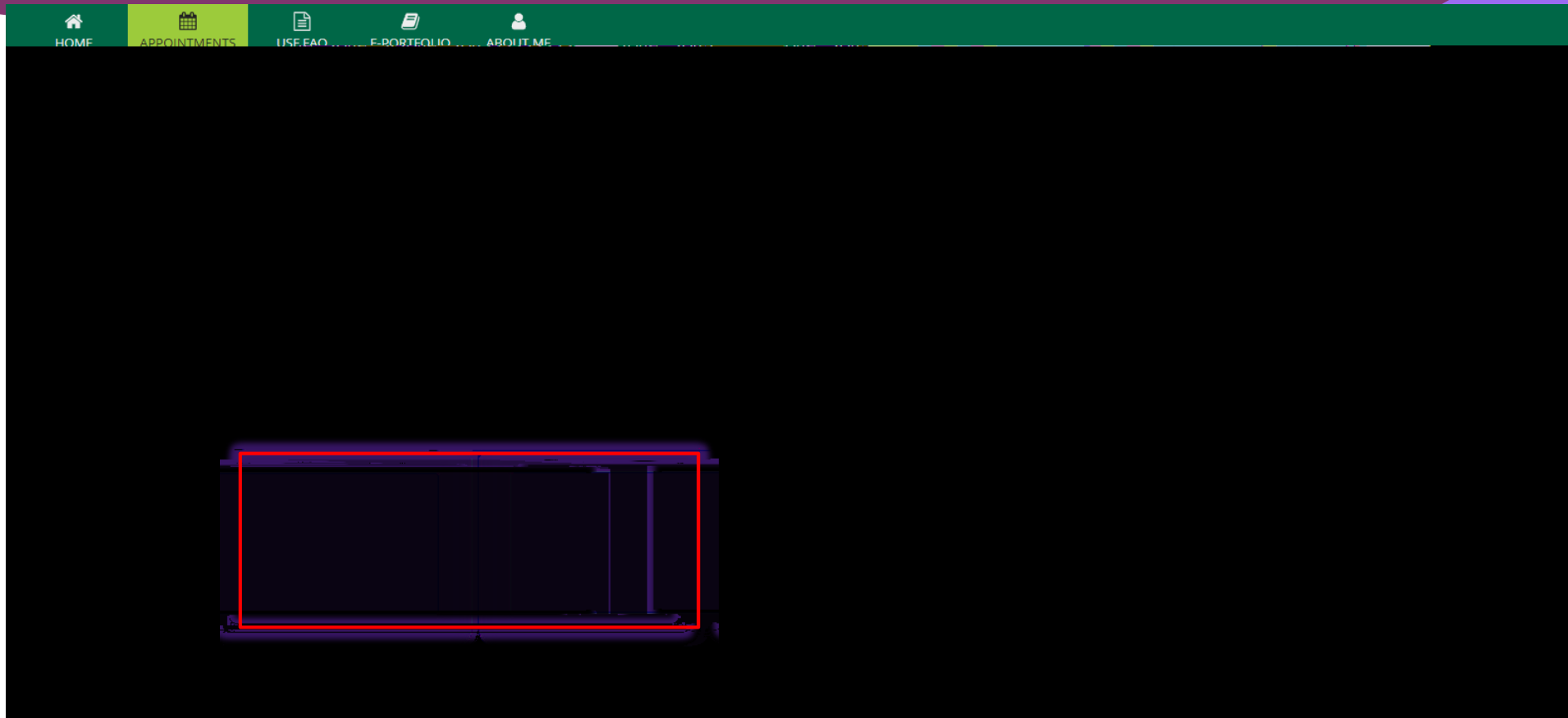


# Selecting an Advisor by Name



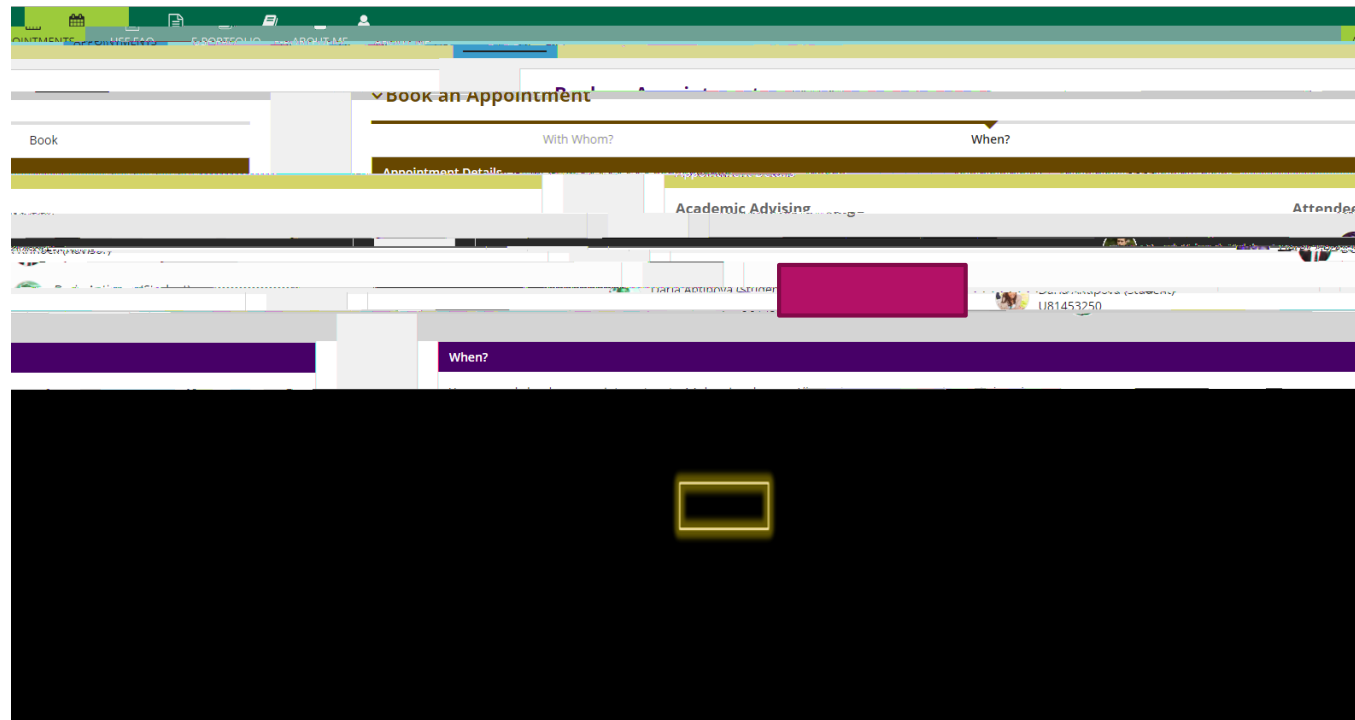
- ¾ Simply type in the name of the SSP you wish to meet with and their profile will appear in the drop-down menu

# Selecting an Advisor by Name



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

# Selecting a Date and Time

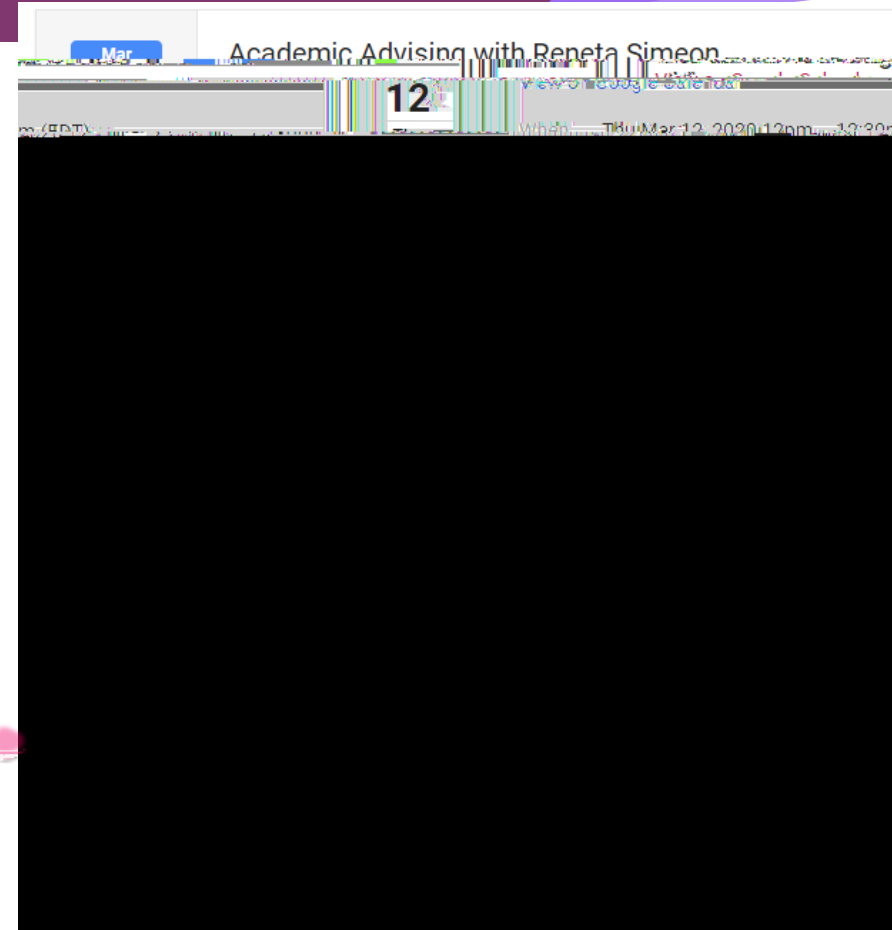




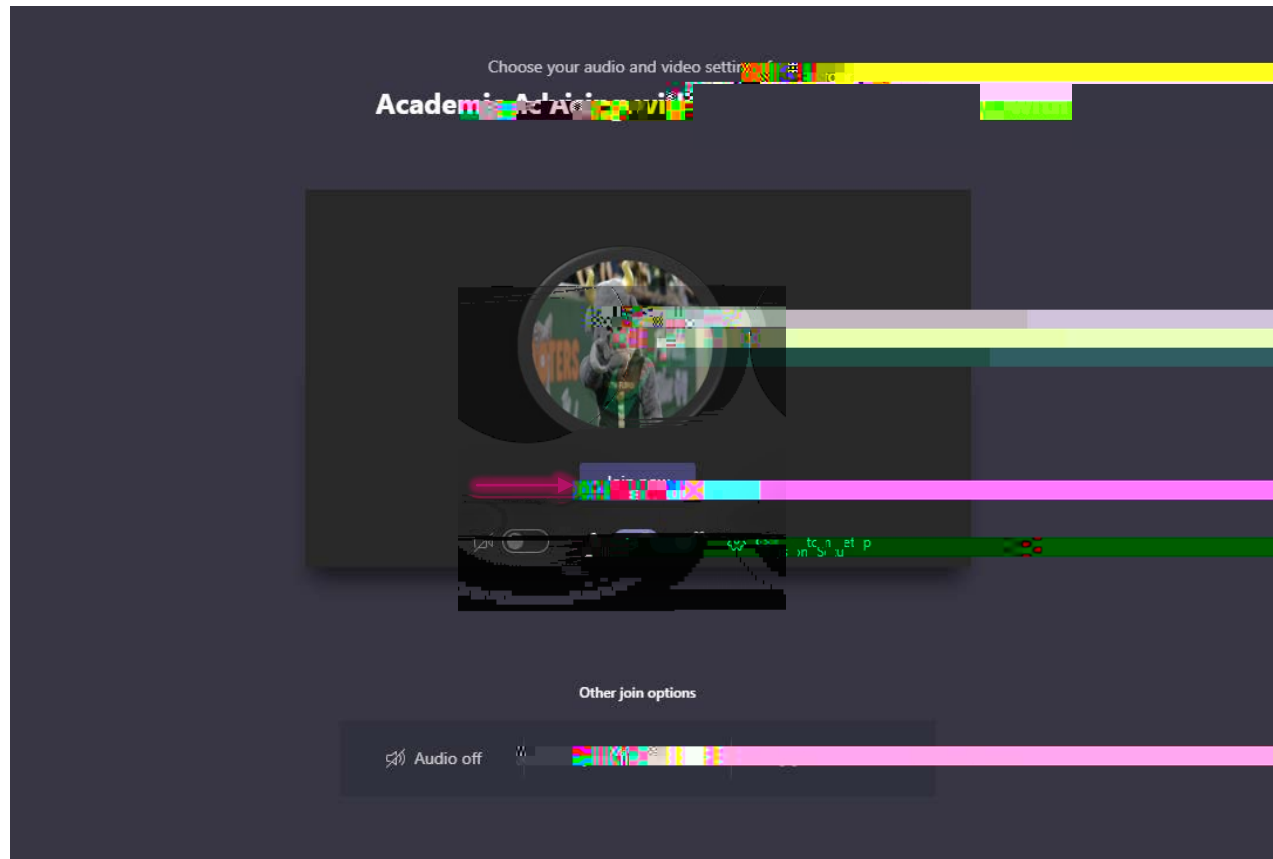


# Scheduling the Appointment Continued

- ¾ Open the email and click on the link marked “Join Microsoft Teams Meeting”
- ¾ 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



<sup>3</sup>/<sub>4</sub> Clicking the link will take you to the call waiting room

<sup>3</sup>/<sub>4</sub> At the time of your appointment, click "Join Now"



