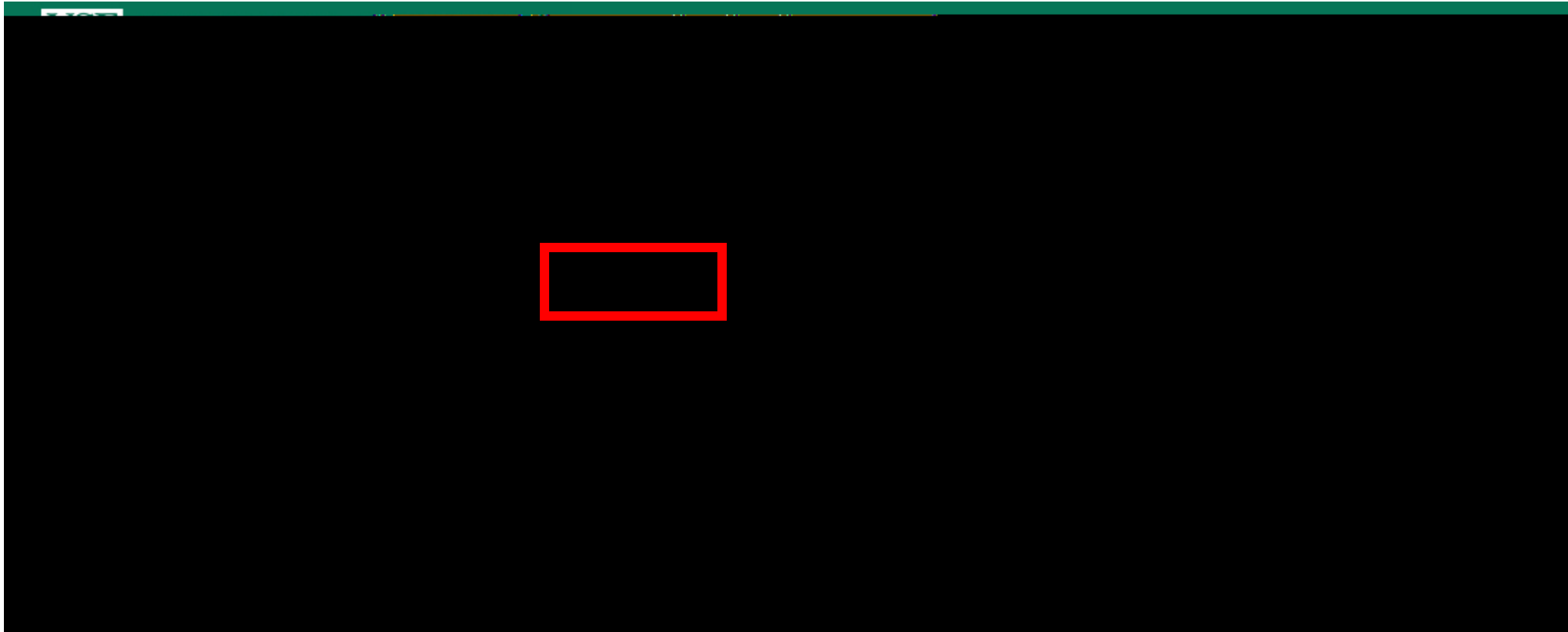


# Navigating Appointments in Microsoft Teams For Students

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

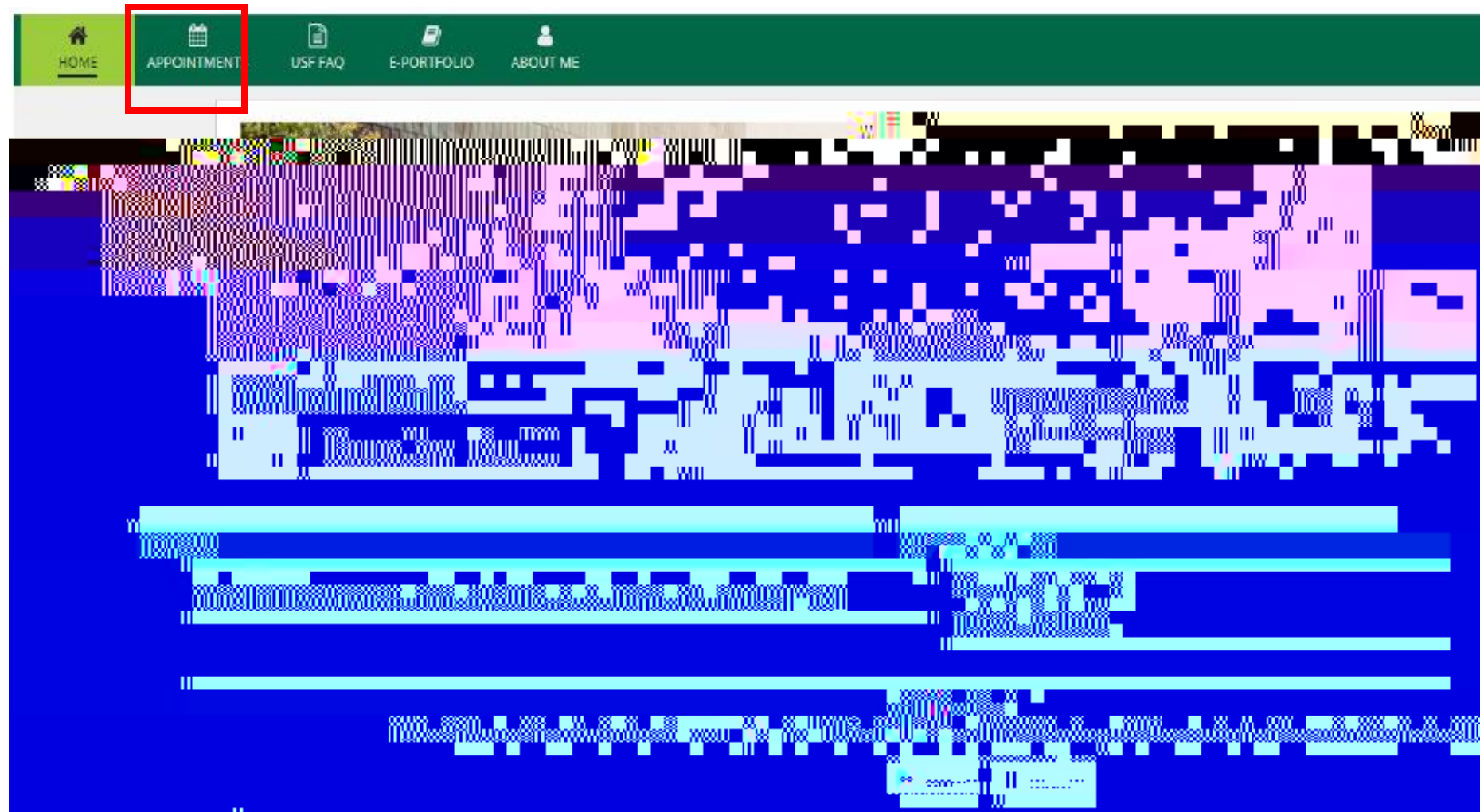
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<https://www.usf.edu/engineering/student-services/academic-advising/advisors.apx>

# To Make an Appointment: Select Archivum from Dropdown



<sup>3</sup>It is important to note that students can also go through the scheduler portal and be redirected to the Archivum appointment scheduler

# Student Home Page

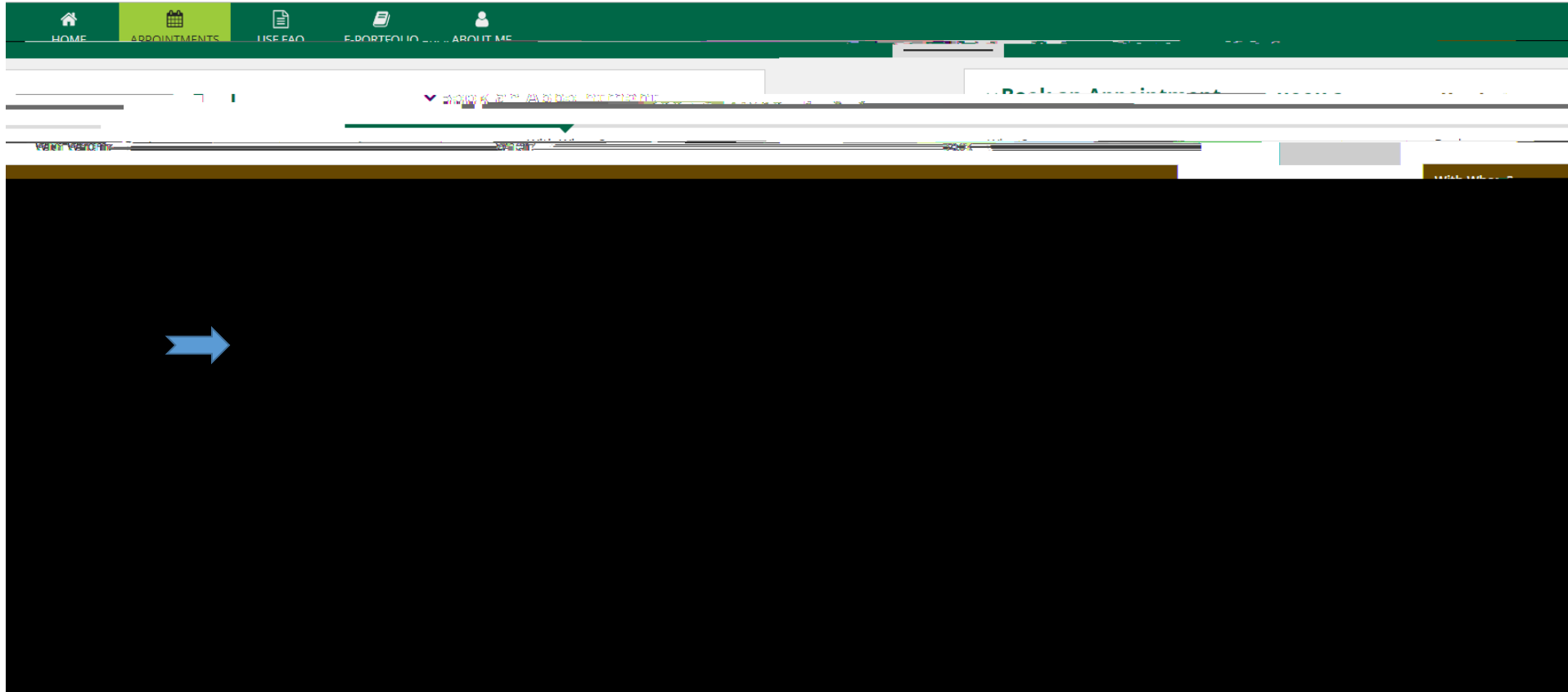


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# Selecting an Advisor by name

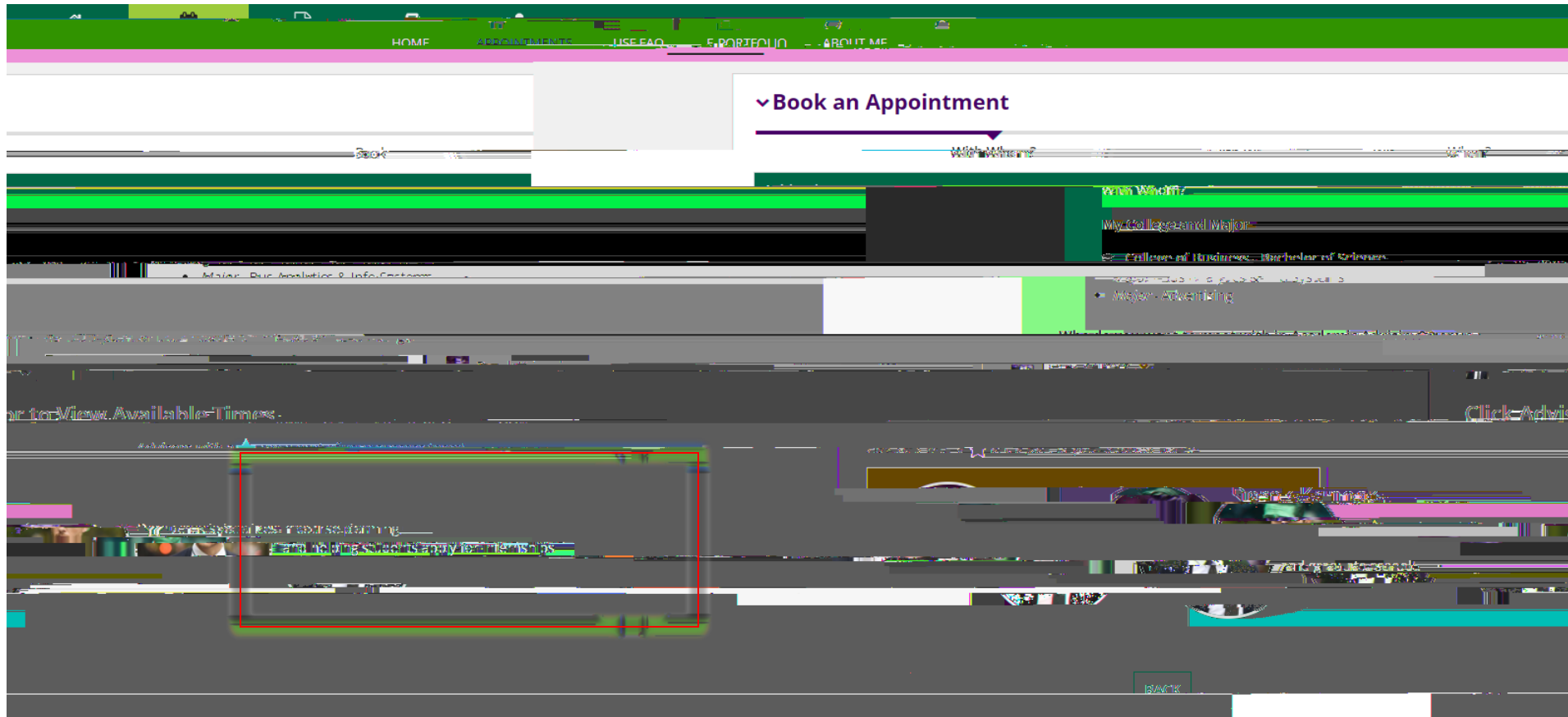
The screenshot shows a web interface for booking appointments. At the top, there is a dropdown menu labeled 'Book an Appointment'. Below it, a question asks 'Do you want to meet with?'. Two large buttons are visible: a green 'Yes!' button with a person icon and a blue 'Not Yet' button with an information icon. Below these buttons is a list of advisors. The first advisor listed is 'emic Advising with Derek Krinock', with a date of '12/14/2018 - Acad'. The second advisor is 'emic Advising with Alexis Barr', with a date of '12/13/2018 - Acad'. The third advisor is 'emic Advising with Heidi Owe', with a date of '12/14/2018 - Acad'. The interface includes various UI elements like dropdown arrows, search icons, and a sidebar on the right.

# Selecting an Advisor Name



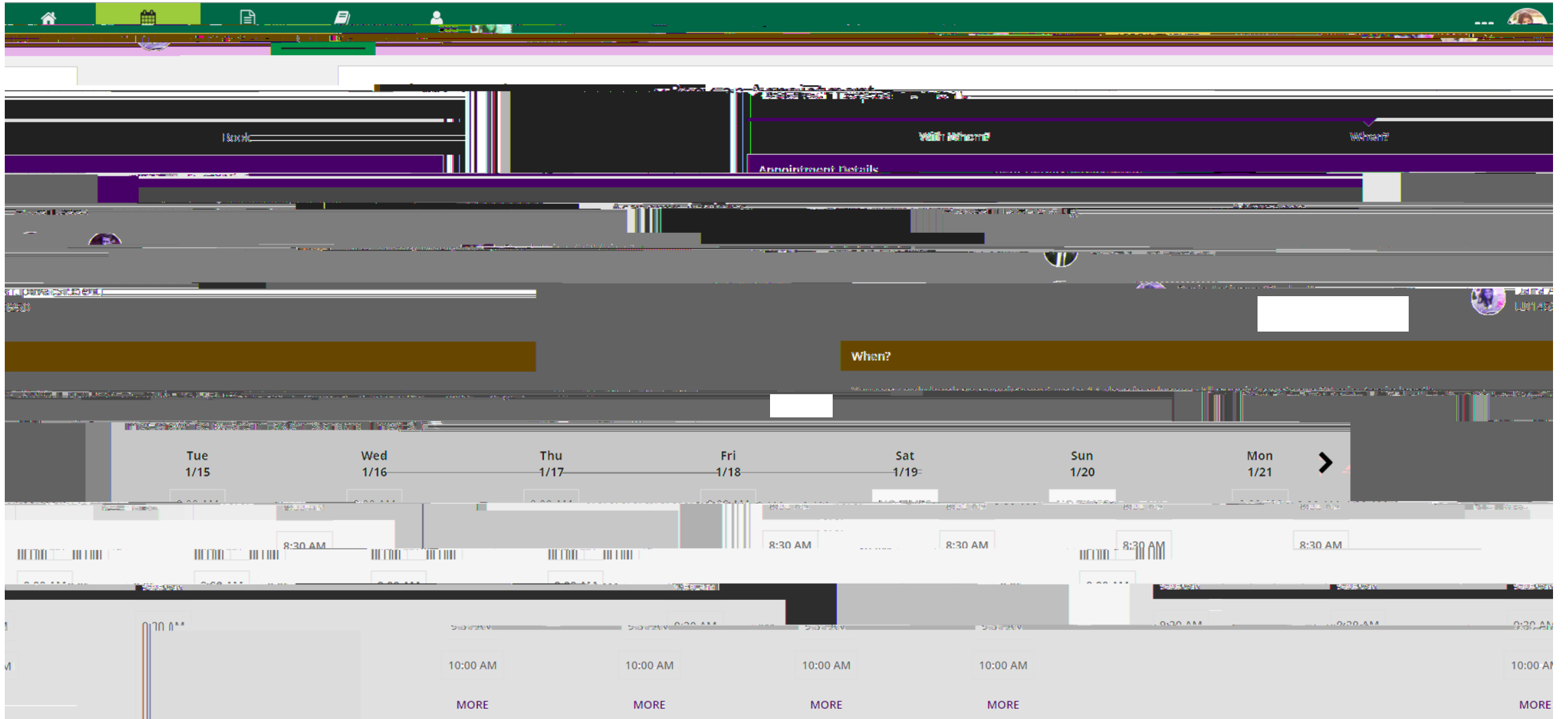
<sup>3</sup>/<sub>4</sub> Simply type in the name of the **ADVISOR** you wish to meet with and their profile will appear in the dropdown menu

# Selecting an Advisor Name



Click the name to view their available appointment times

# Selecting a Date and Time



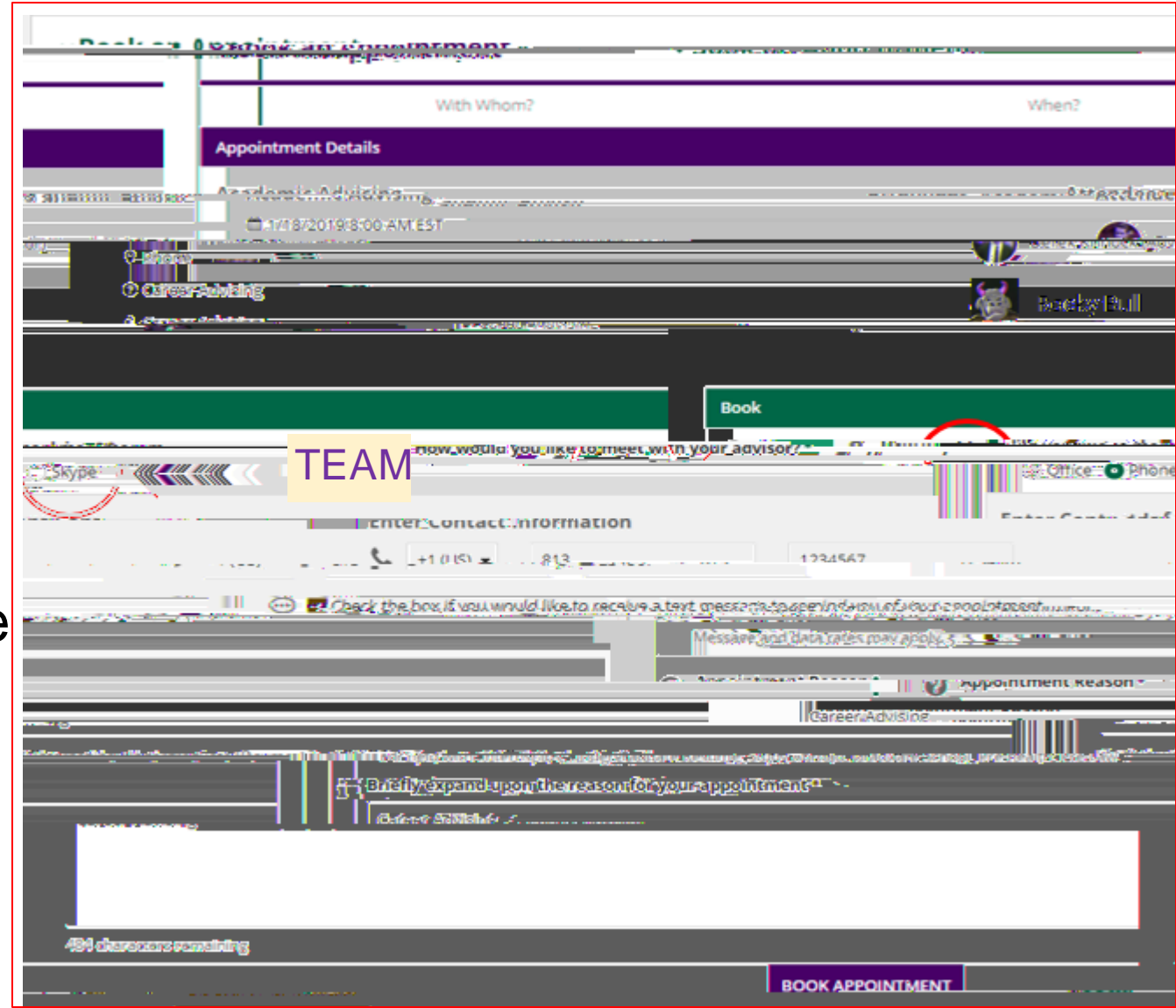
Schedule your appointments through Archivum ~~select~~ TEAMS

‡ 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

<sup>3</sup>/<sub>4</sub> If you are using a phone, the app is necessary





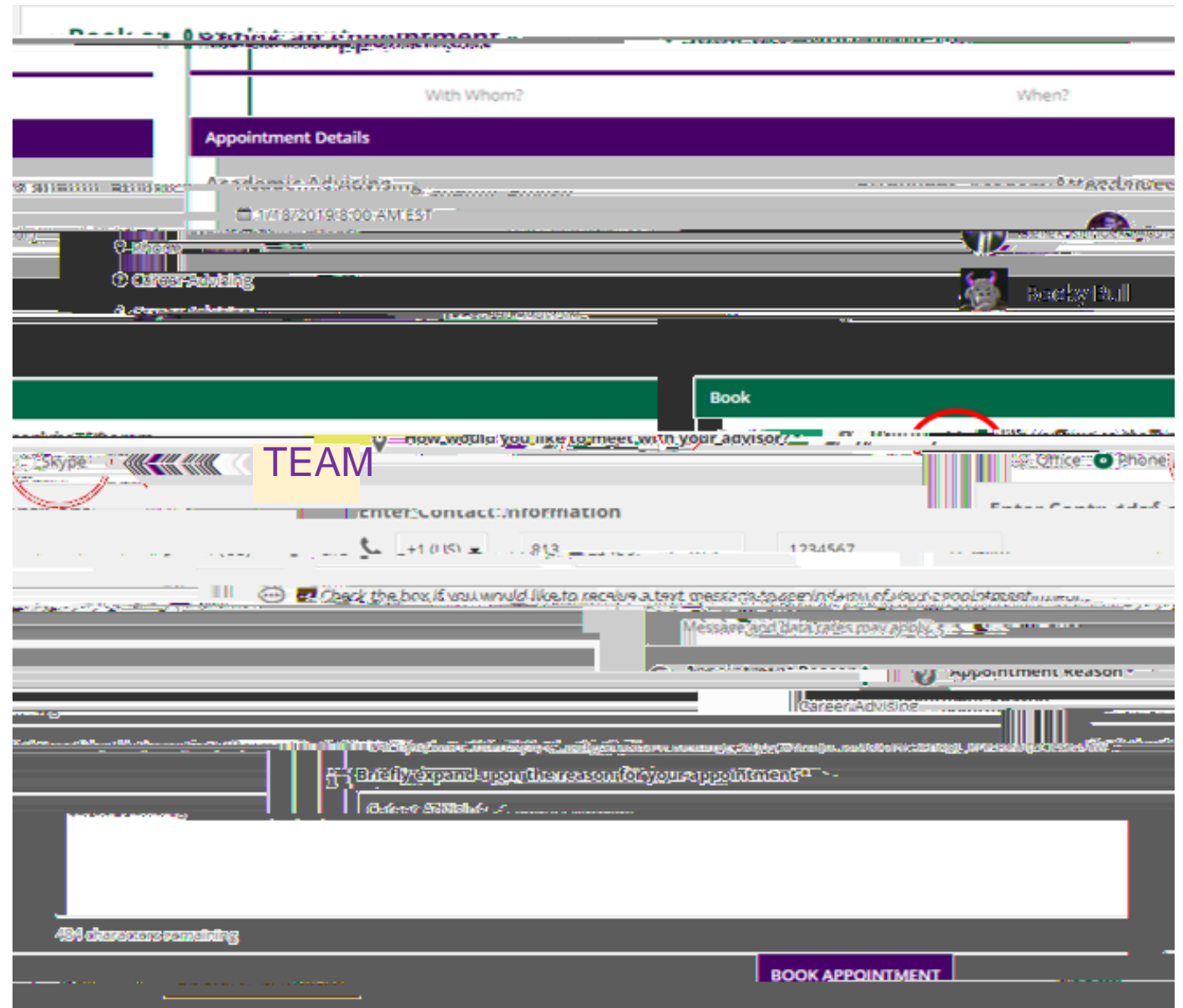
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3/4 Note: You do not need to download the app or make an account if you are using a laptop or desktop

3/4 Later you will receive another email from your advisor with a link to the virtual meeting in Microsoft Teams

3/4 Note: You do not need to download the app or make an account if you are using a laptop or desktop

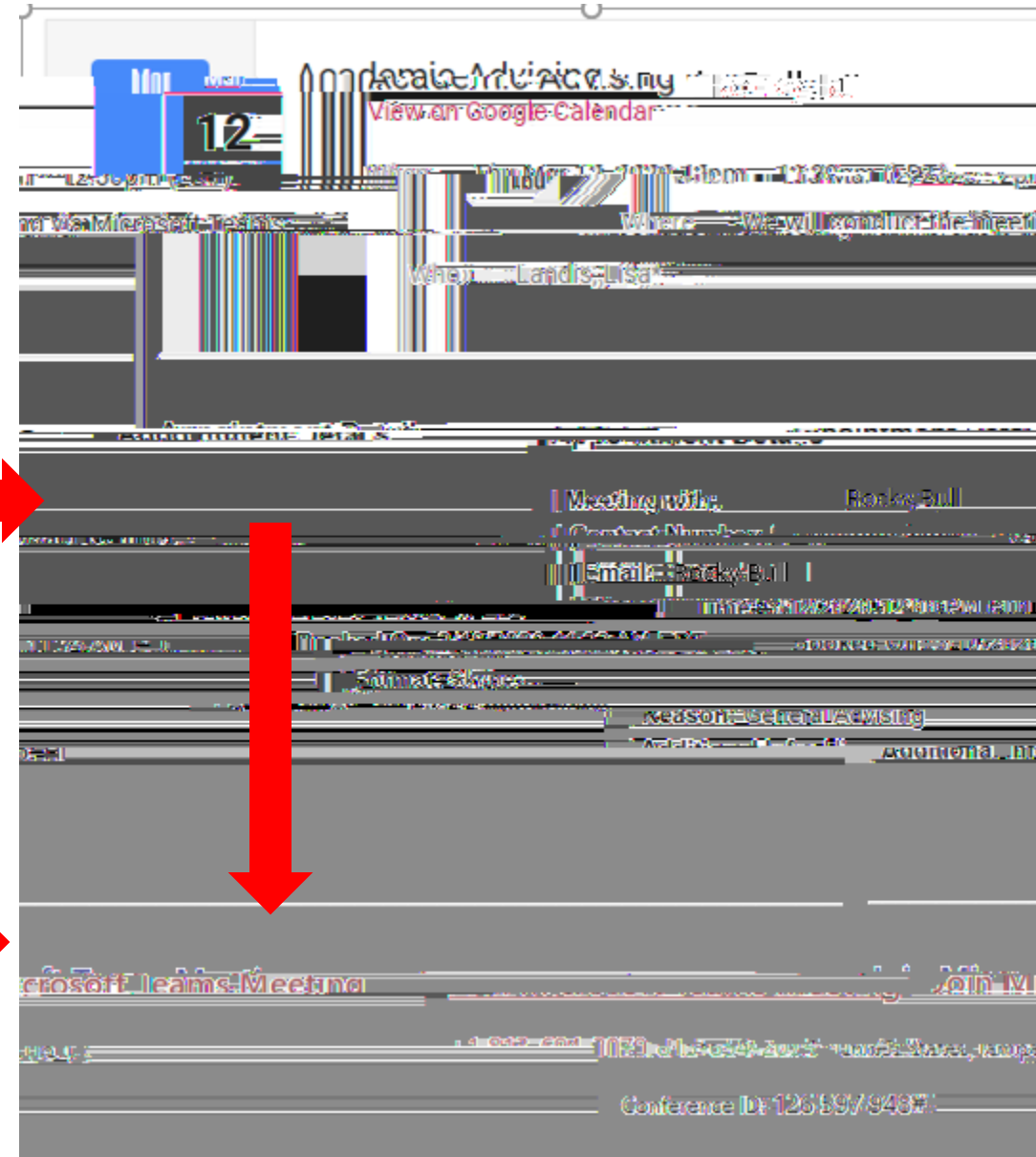
3/4 If you are using a phone, the app is necessary



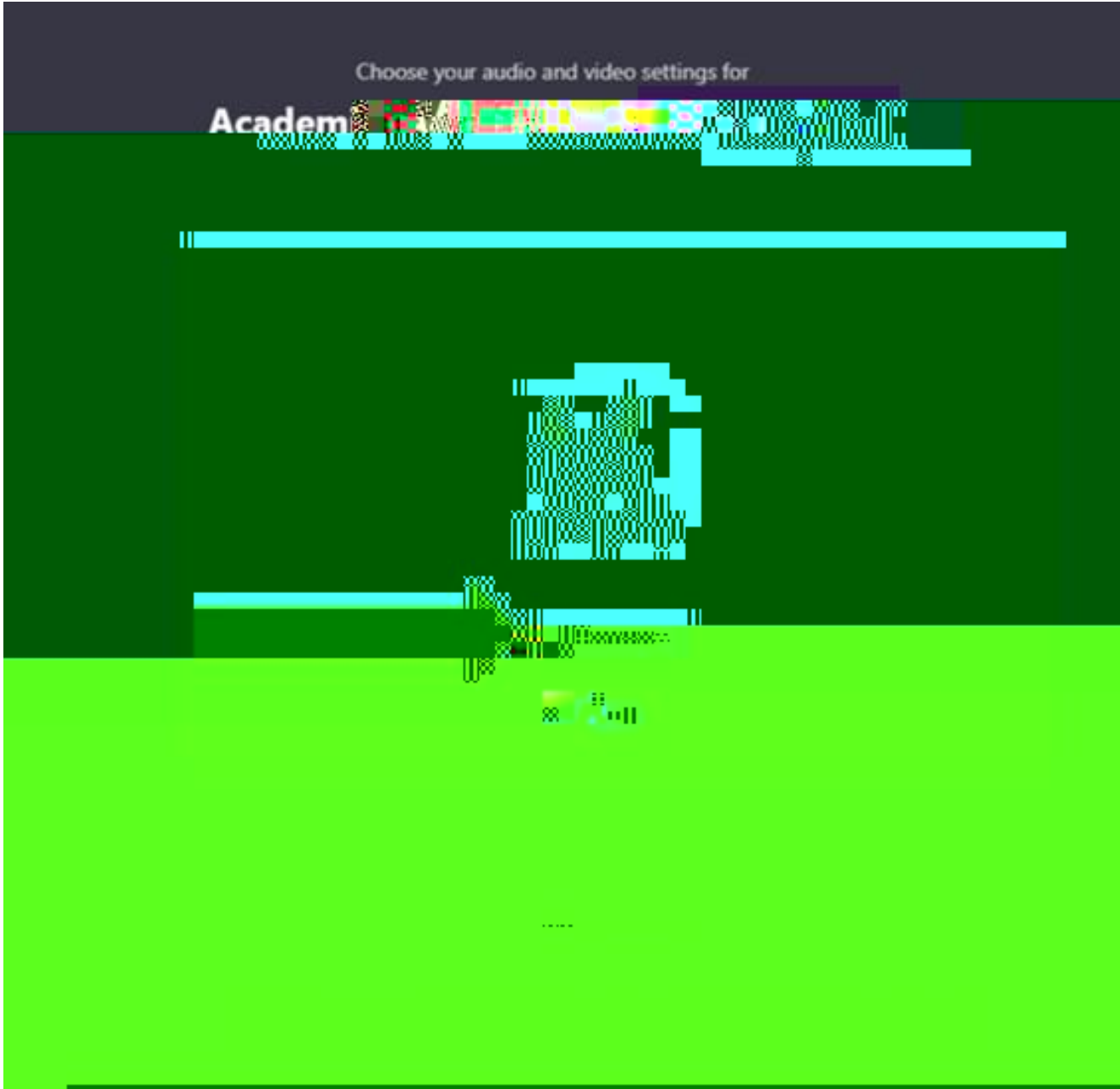
Open the email and SCROLL DOWN to click } v š Z o ] v | u Œ | ^ : } ]  
d u • D š ] v P \_

3/4 Open the email and click on the link  
u Œ | [Join Microsoft Teams Meeting](#)

3/4 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



CallWaiting Room h E d / > z K h > / < K E — : K / E E K t —

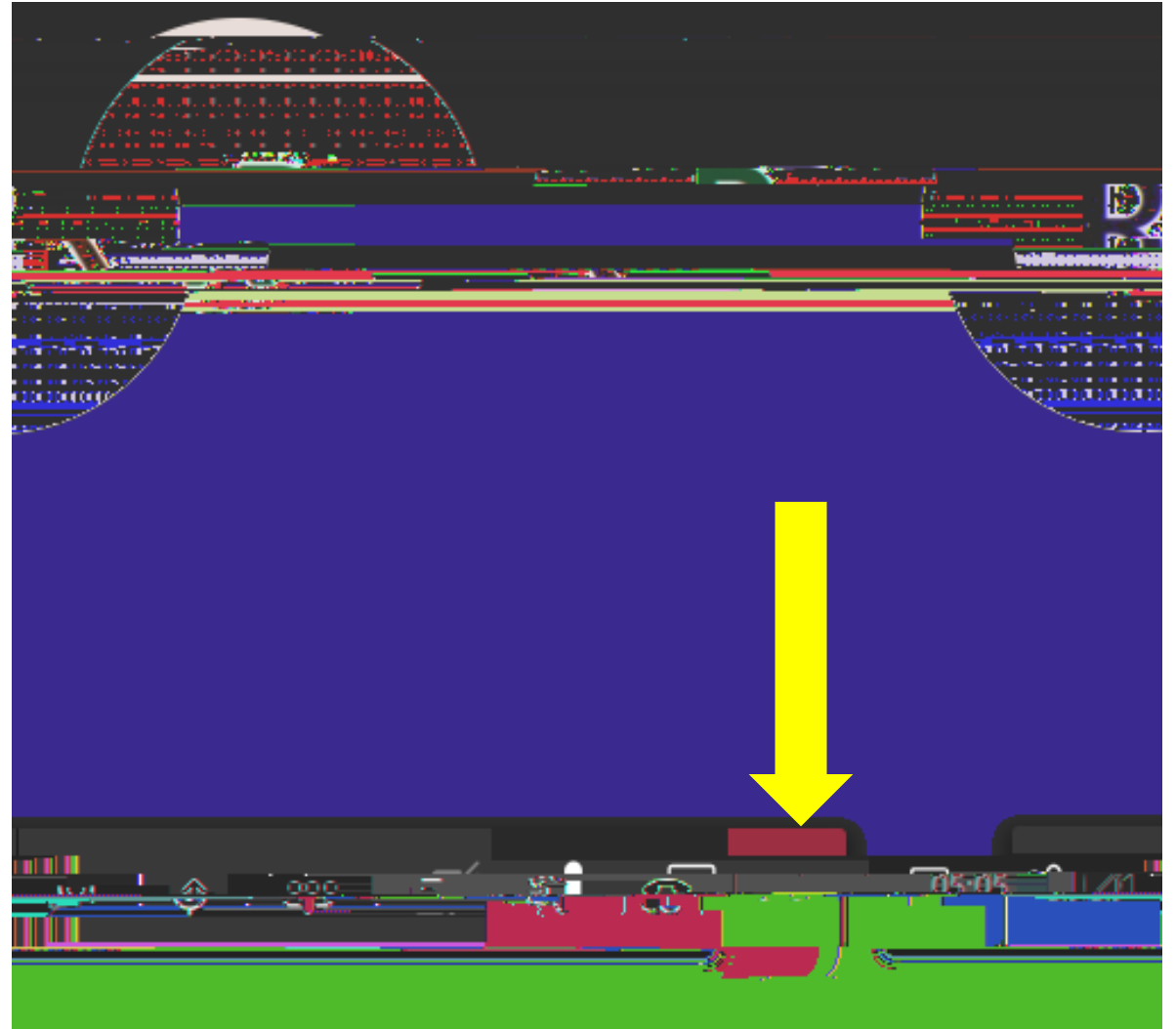


<sup>3</sup>/<sub>4</sub> Clicking the link will take you to the call waiting room

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

# During Appointment

<sup>3</sup>/<sub>4</sub> There is also the option to enter the chatroom with your advisor in the event that neither microphone is working



# During Appointment

<sup>3</sup>/<sub>4</sub>There can be live captions that appear at the bottom of the screen during the video call as well

<sup>3</sup>/<sub>4</sub>This option only works if both parties have it selected

# Ending the Appointment

3/4

For more information about College of Engineering admissions, visit [admissions.coloe.berkeley.edu](#). All of our academic advisors can assist with questions.

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