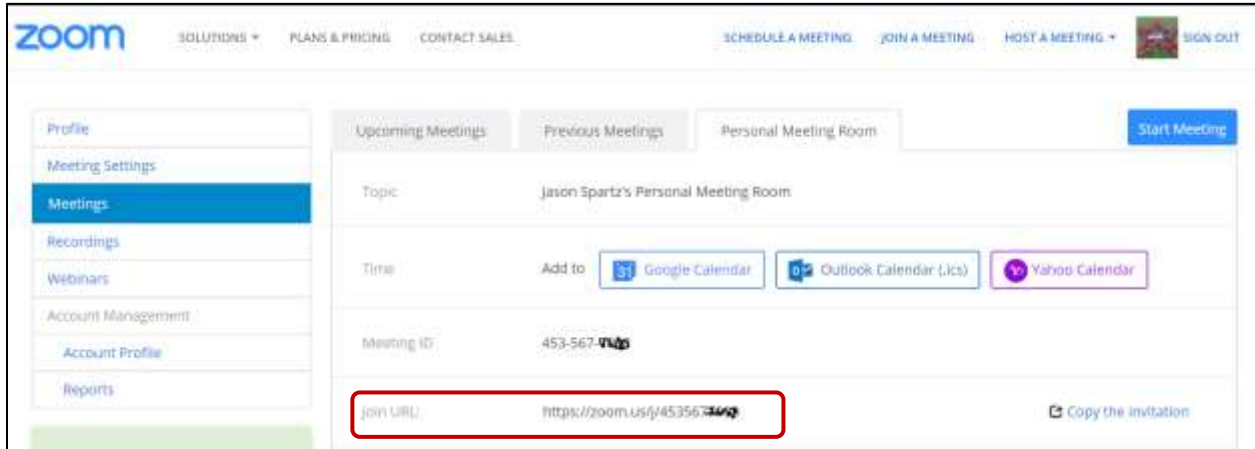


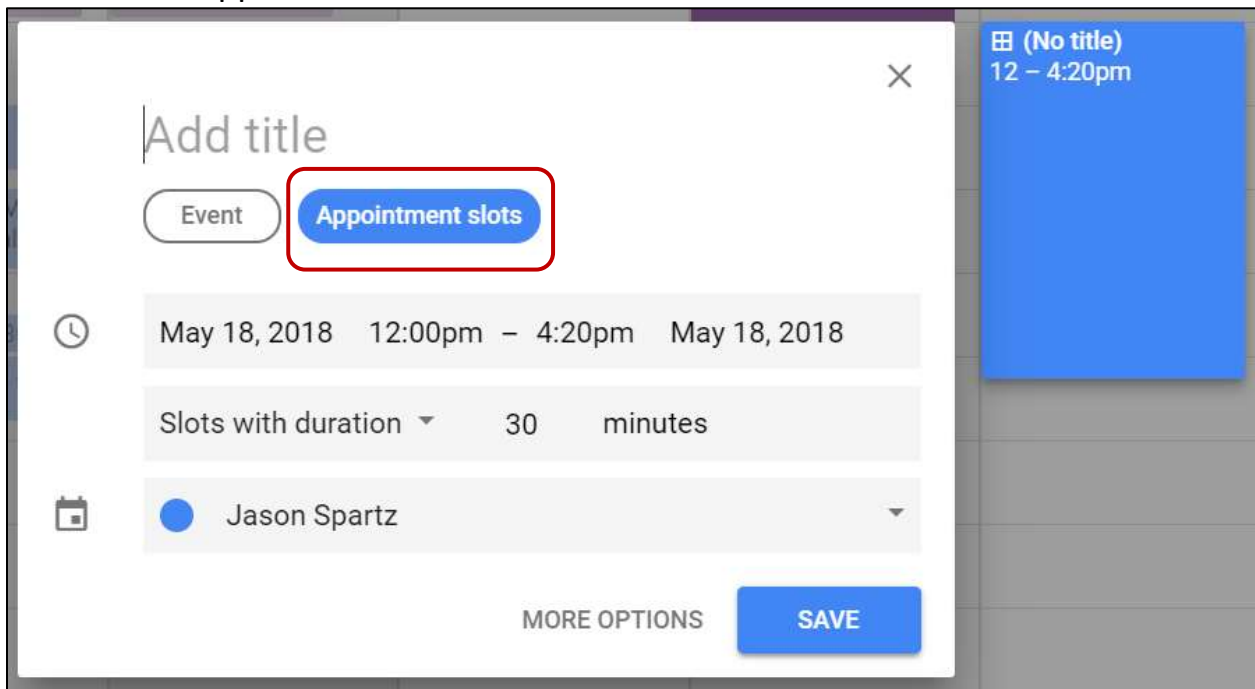
Online Advising (Google Appointment Slots and Zoom Web Conferencing)

Before you start, know your Zoom Personal Meeting Room ID URL.

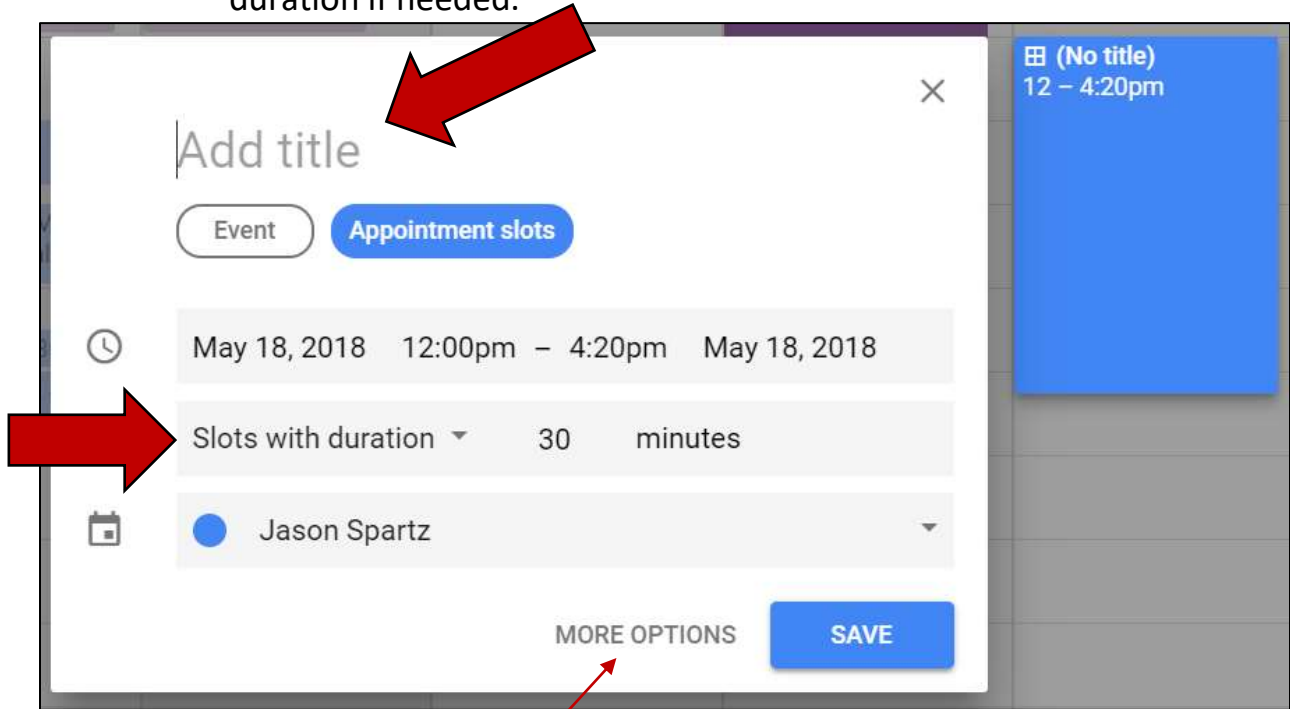


In Google Calendar:

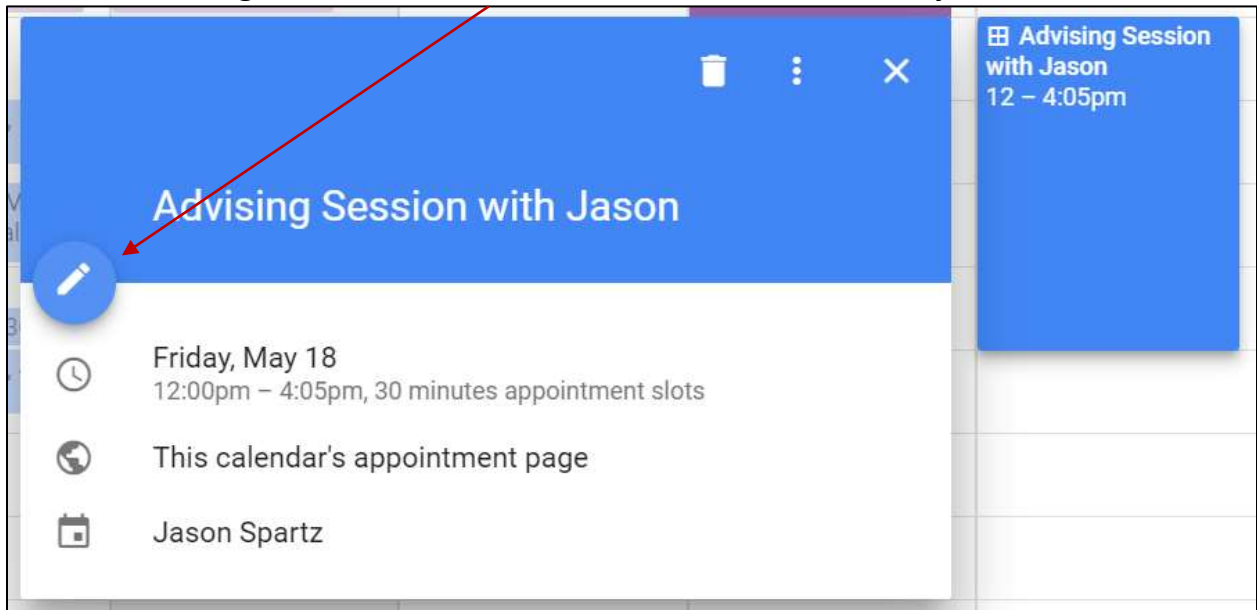
STEP 1: Highlight a block of time in your calendar and then select Appointment Slots.



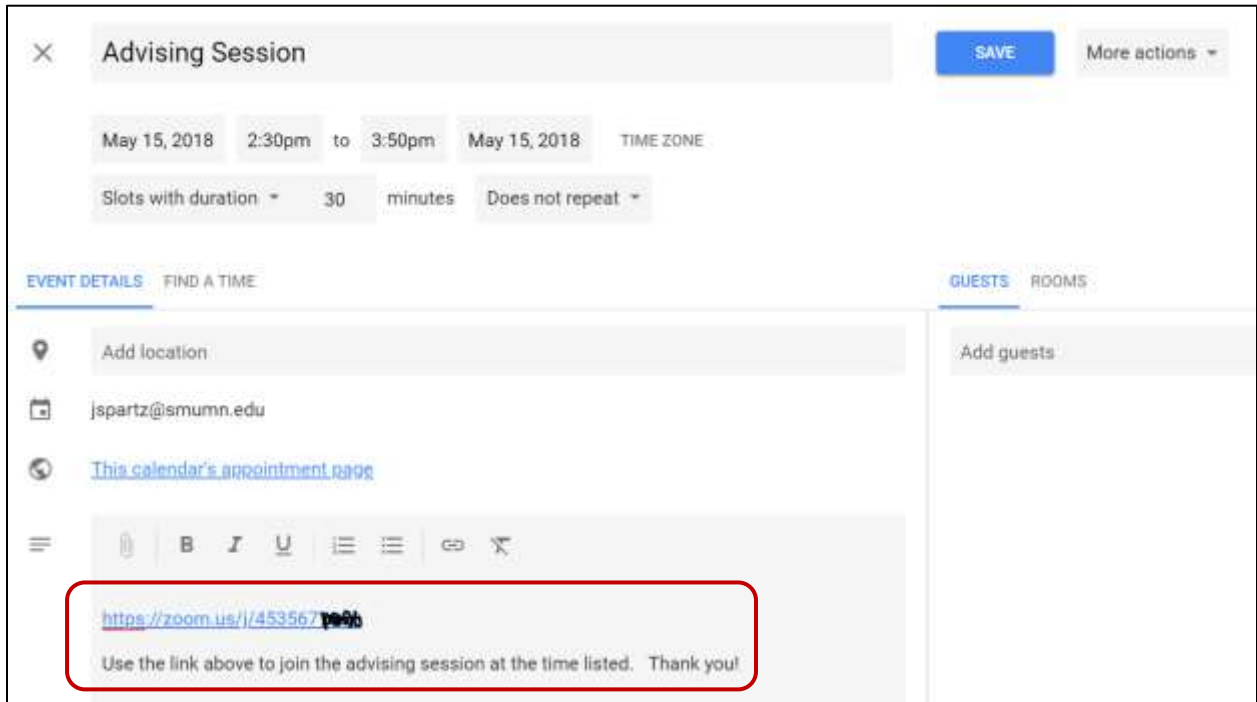
STEP 2: Add an event title (i.e. Advising Session with _____), adjust the slot duration if needed.



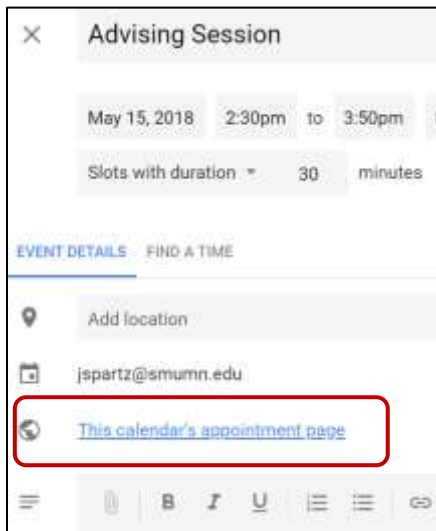
STEP 3: Click on “More Options” if the window looks like the image in Step 2 or go back in and edit the session block that was just created.



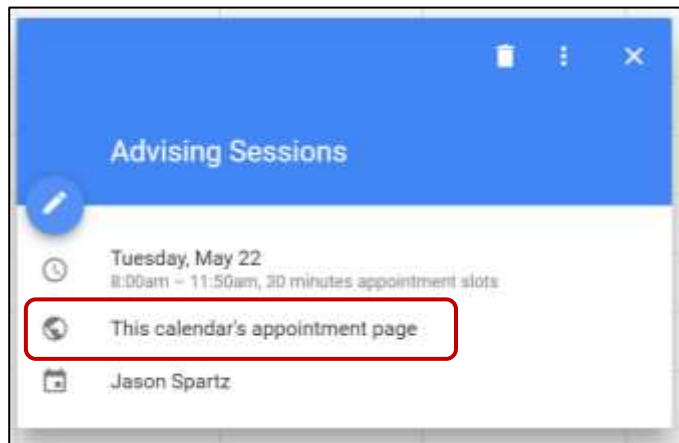
STEP 4: Paste in the Zoom Personal Room URL in the description area of the calendar event.



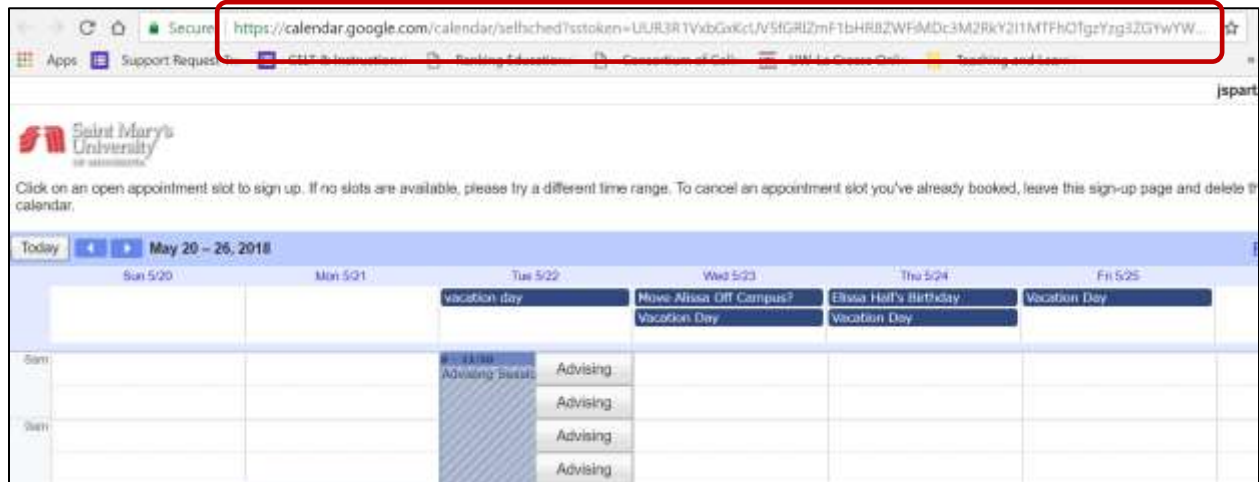
STEP 5: Select "This Calendar's appointment page" to see what options students will have.



OR



STEP 6: Next, copy the URL at the top of the page to share with students (via email). This is how student are able to sign up!



NOTE: When the student clicks save to an appointment slot, they should be told to look for the URL link which will be used to join the meeting.