Changing In-Office Appointments in WARRIORfish to Zoom

Step 1: Click on "Appointment Preferences" in your Basic Settings menu.

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Institutional Profile	ng. & Assessment Sho
Appointment Preferences	
Email Notifications	
Help	
Logout	Fit

Step 2: Click "Add Location".

	fish		
Institutional Profile	Appointment	Preferences	Emai
	0	9:00 am	the o
	0	1	hour
Allow drop-ins afte	or deadline has pas	1	ho

My Locations

Enter locations for your meetings with students. Meetings can be in an

Add Location	
Туре	Name 🔺
Office	Science and Technology Center 241

Step 3: Select "Online" for Type. Name the location "Zoom". Enter your Personal Meeting ID (PMI) URL which is obtained from your own Zoom account. SAVE.

Туре	Online	
Name	Zoom	
Instructions	https://zoom.us/j/2303317816	

Step 4: If you previously set up Office Hour Blocks, you will now need to edit them to include your added Zoom location. From your menu, click on "Appointments". Here you will see your existing Office Hour blocks. To edit, hover over the clock icon and select "Edit".

Wednesda	y, March 18	Thursday, I	March 19	Friday,
0	Office Hours	0	Office Hours	0
Office Ho	ours			P
Sig O Tomorro Sig Science	ow at 8:00 am and Technology Center	Participant	ts	q
O Sig				q
 Sig Sig 				p
Sig Edit	S Cancel 👻 🖸 W	/alk-in		Meeting (
Sign Up	0	Sign Up		
Sign Up	0	Sign Up	-	
O Sign Up	0	Sign Up		Sign Up
Sign Up	0	Sign Up		Sign Up
A Sian Lin	0	Sign Lin		Cian Un

	- office floars	Never Mind Subi	inter i
Title	Office Hours		
What day(s)?	Weekly	Repeats every 1 veek(s)	
	Repeat on: 🕑 Mon 🕑 Tur	e 🗹 Wed 🗭 Thu 🗷 Fri 🔲 Sat 🔲 Sur	Ę
What time?	8:00 am	to 4:30 pm	
Where?	Note: You may select more tha	an one location to give students a choice.	
	Science and Technology	Center 241	
* Office hours Type 💡	Scheduled And Walk-ins	✓	
	Take either scheduled appoi	ntments or walk-ins	
How long?	20 minutes 🔽 minimum a	appointment length	
	20 minutes 🔽 maximum	appointment length	
Appointment Types	Select the types of meetings ye	ou will have in these office hours.	
	Academic Advising	General Assistance	
	Library	PDS Appointment	
	Personal	Programs & Initiatives	
	Special Projects	Student Employment	
	Student Events	Tutoring	
Instructions St	art/End Date		
These will be sent to anyo	ne who makes an appointment		

Step 5: Select the checkbox for Zoom. Deselect your physical office location. SUBMIT.

*Please note that if you have set up multiple office hour blocks, then you will have to edit each one.