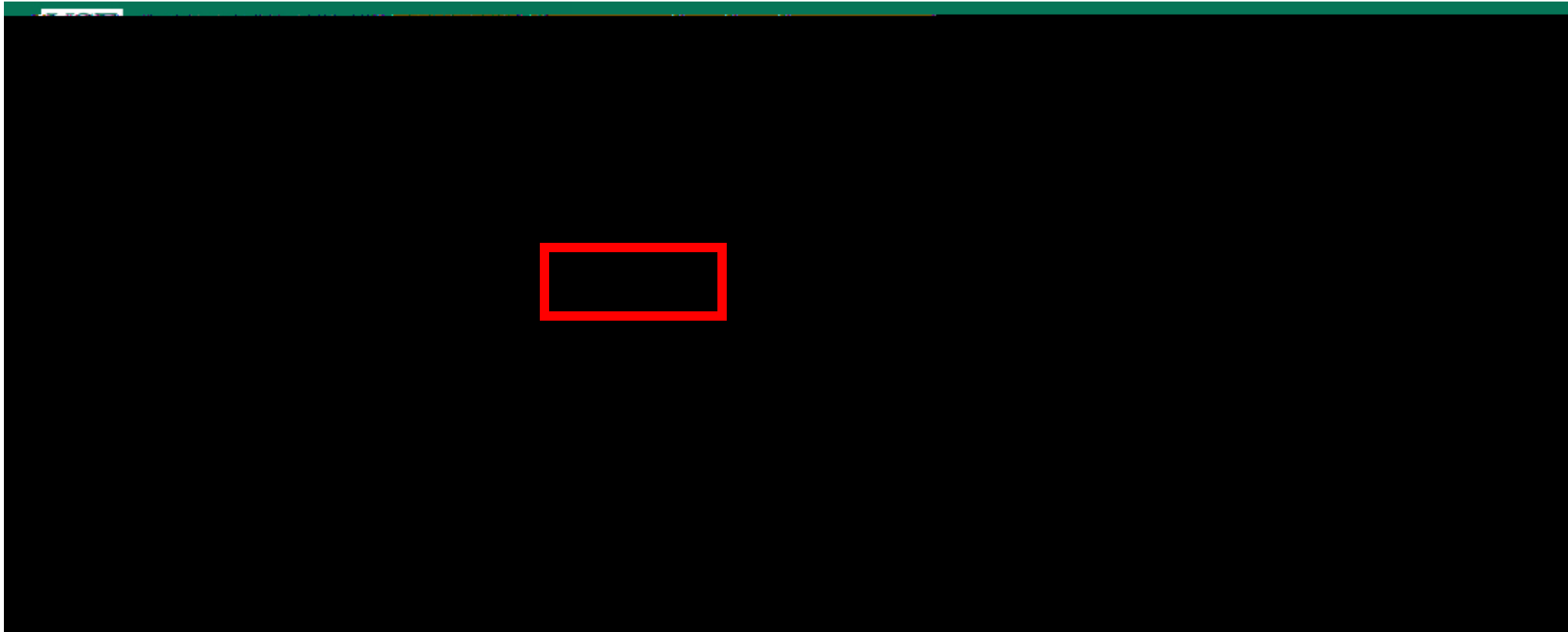


# Navigating Appointments in Microsoft Teams For Students

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

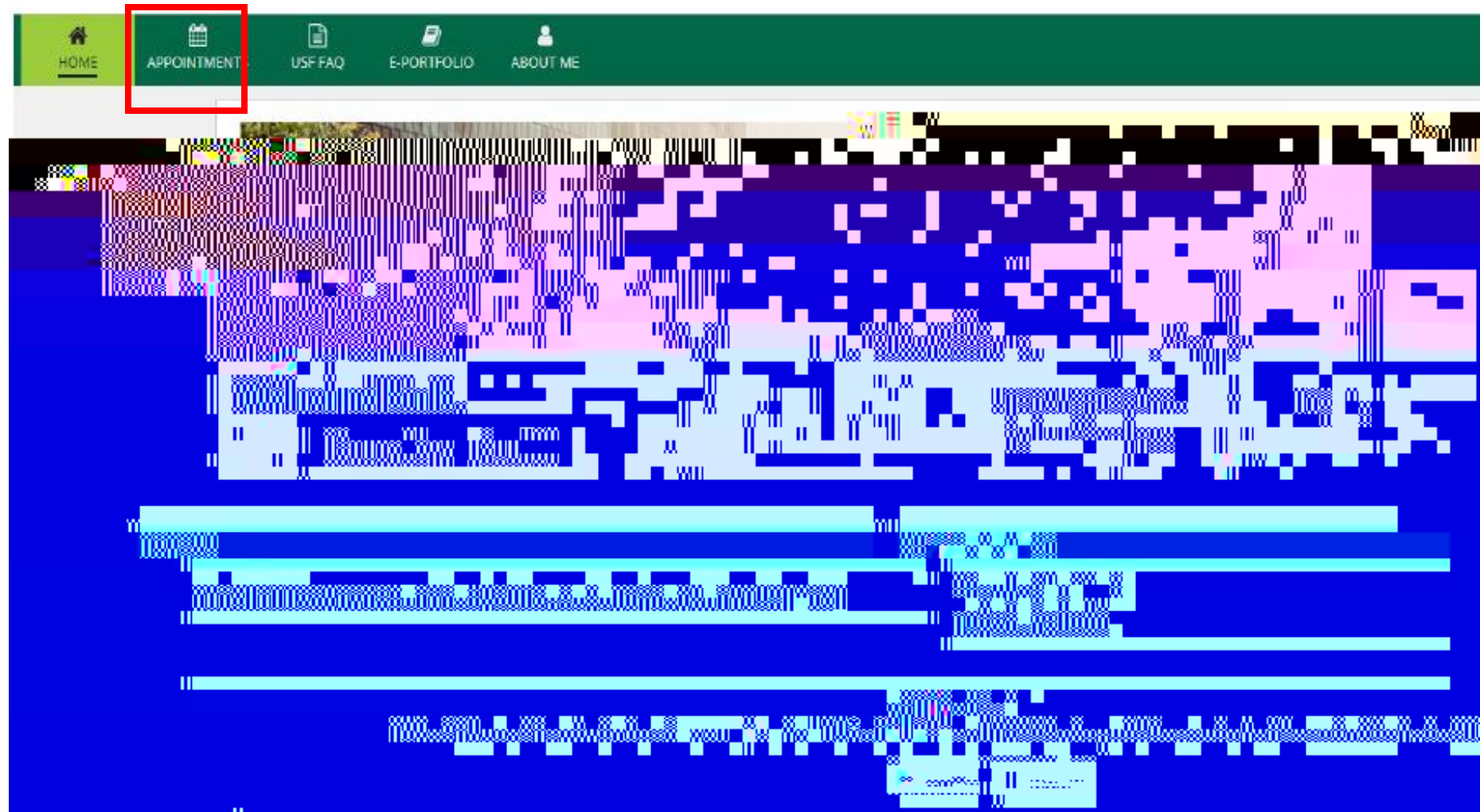
> ] • š } ( À} ] CE} CE W PE] v OE ] v P \_ ] ^ š μ E v š P ì î  
<https://www.usf.edu/engineering/student-services/academic-advising/advisors.apx>

# 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 application interface for selecting an advisor. At the top, there is a navigation bar with a dropdown menu labeled "Book an Appointment" and a search icon. Below the navigation bar, there is a main heading "Who do you want to meet with?" and a search input field. The search results are displayed in two columns: "Yes!" and "Not Yet". The "Yes!" column contains a list of advisors, with the first one being "Derek Krinock". The "Not Yet" column is currently empty. Below the search results, there is a section titled "Past/Cancelled/Completed Appointments" which contains a list of past appointments. The first appointment is "12/14/2018 - Academic Advising with Derek Krinock".

Book an Appointment

Who do you want to meet with?

Yes!

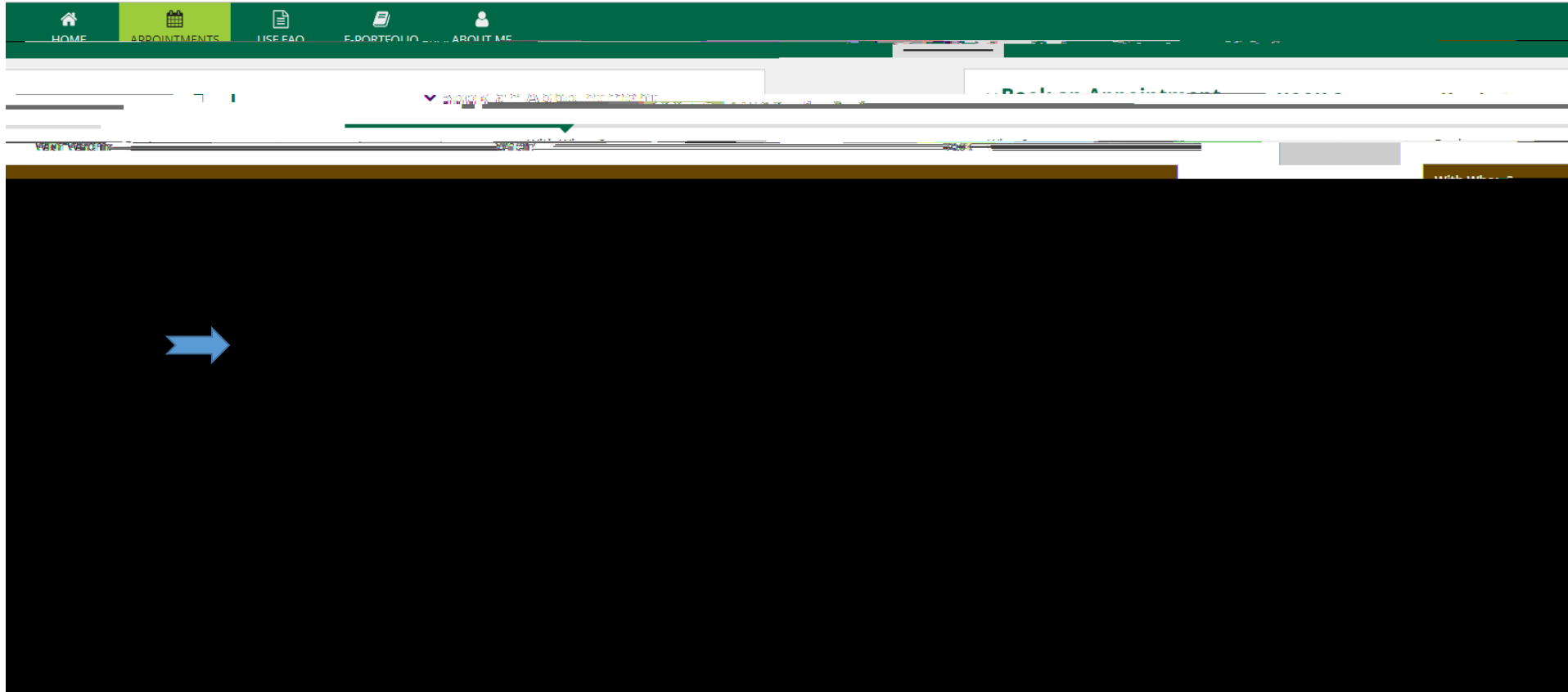
Not Yet

Past/Cancelled/Completed Appointments

12/14/2018 - Academic Advising with Derek Krinock

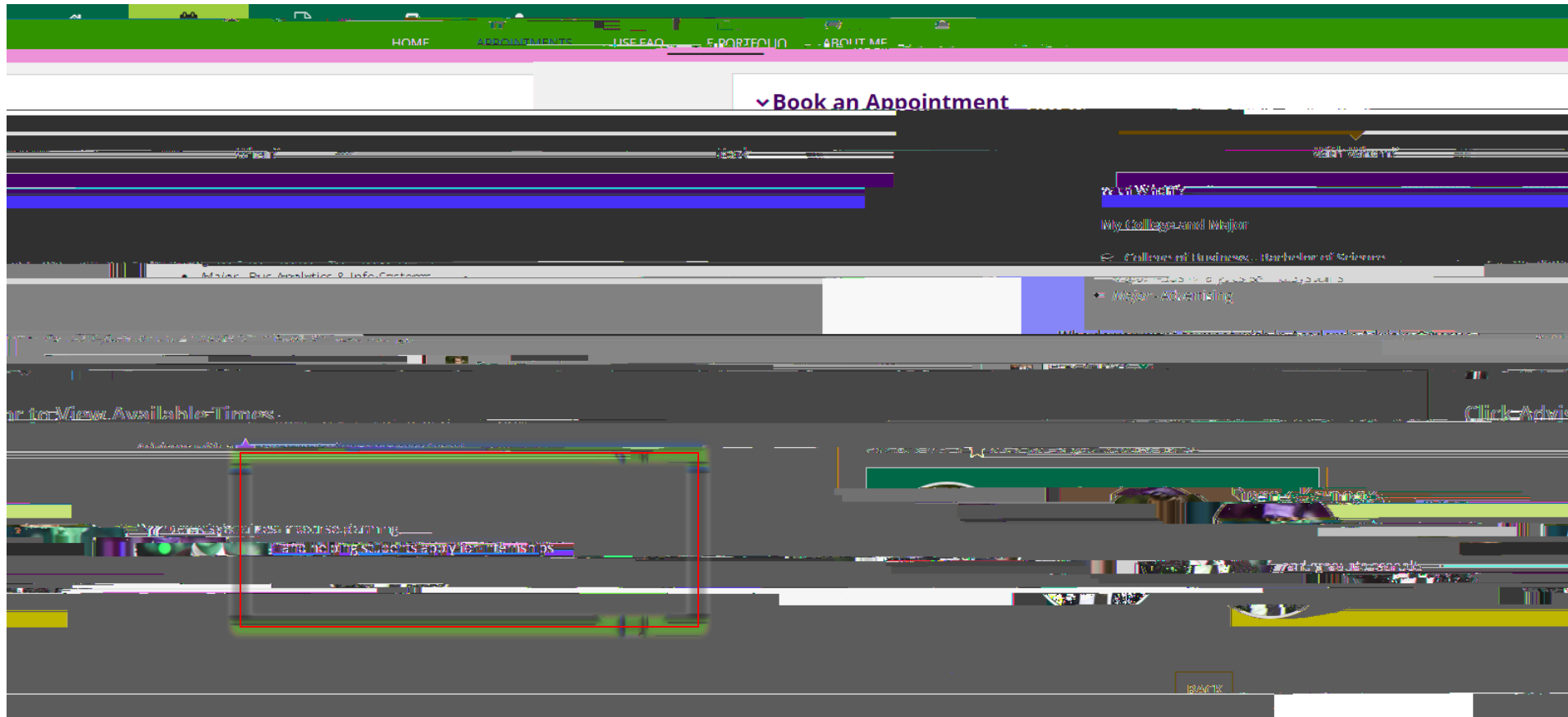
12/13/2018 - Academic Advising with Alexis Barr

# Selecting an Advisor Name



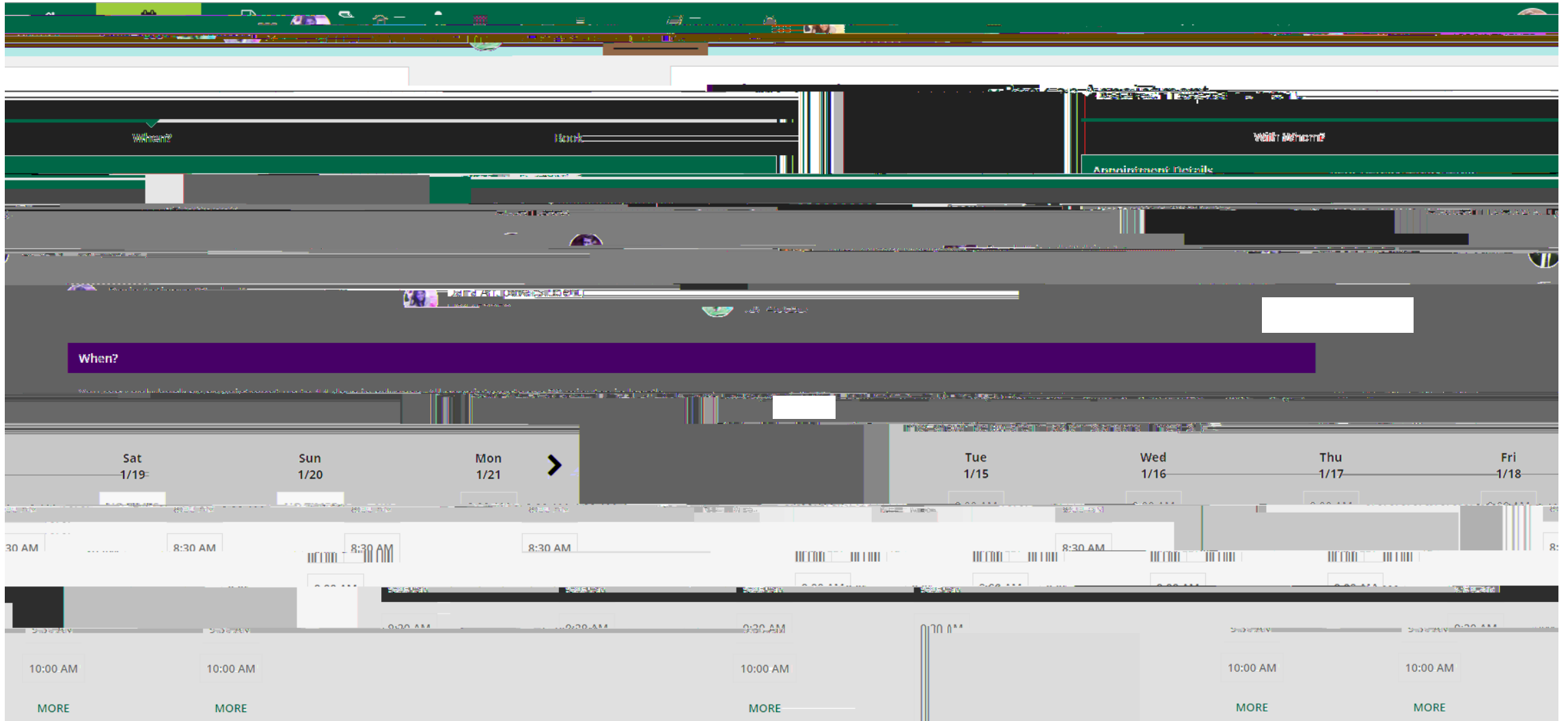
<sup>3</sup>/<sub>4</sub> Simply type in the name of the **ADVISOR** you wish to meet with and their profile will appear in the dropdown menu

# Selecting an Advisor Name



Click the name to view their available appointment times

# Selecting a Date and Time



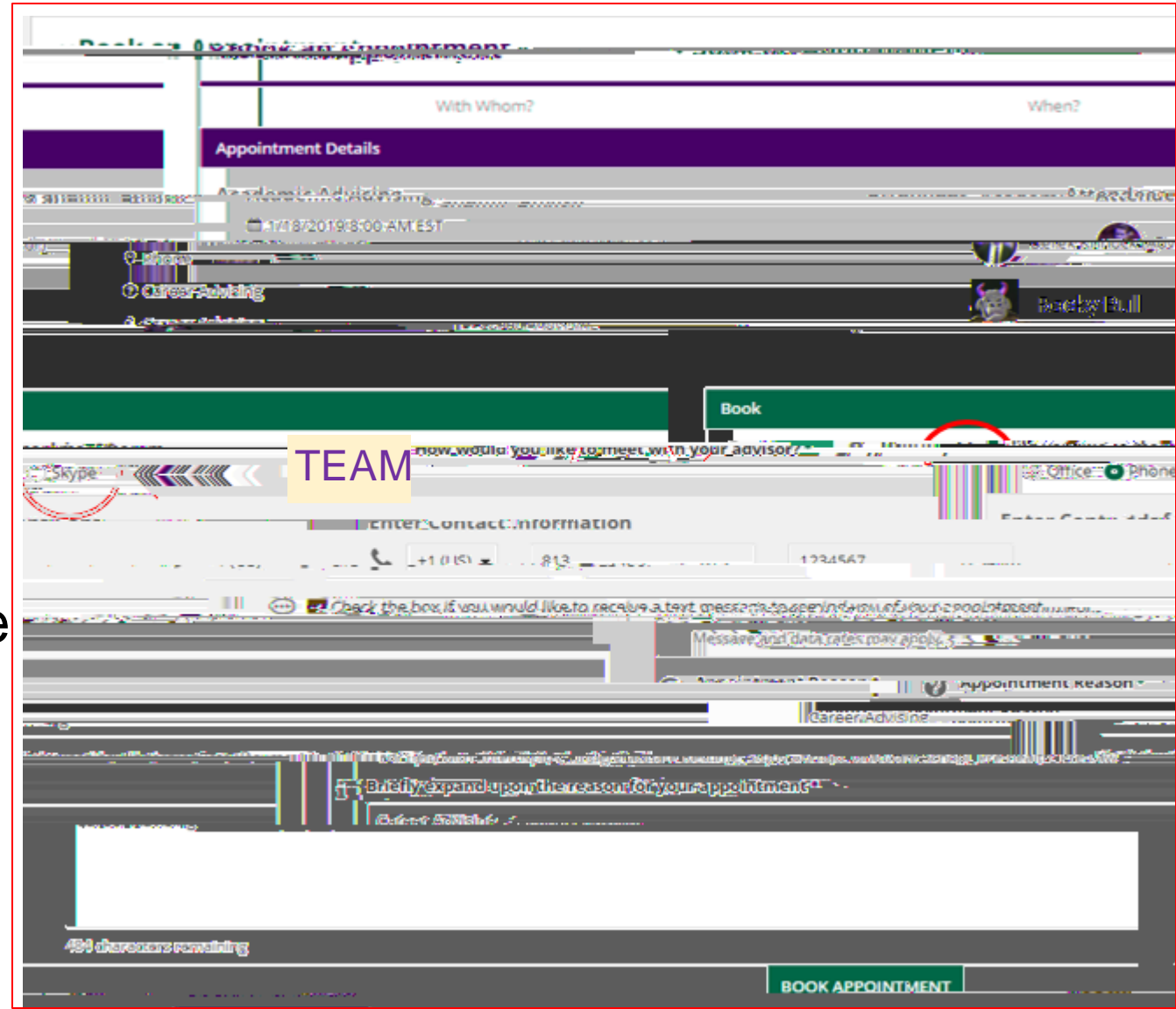
Schedule your appointments through Archivum ~~select~~ TEAMS

‡ 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





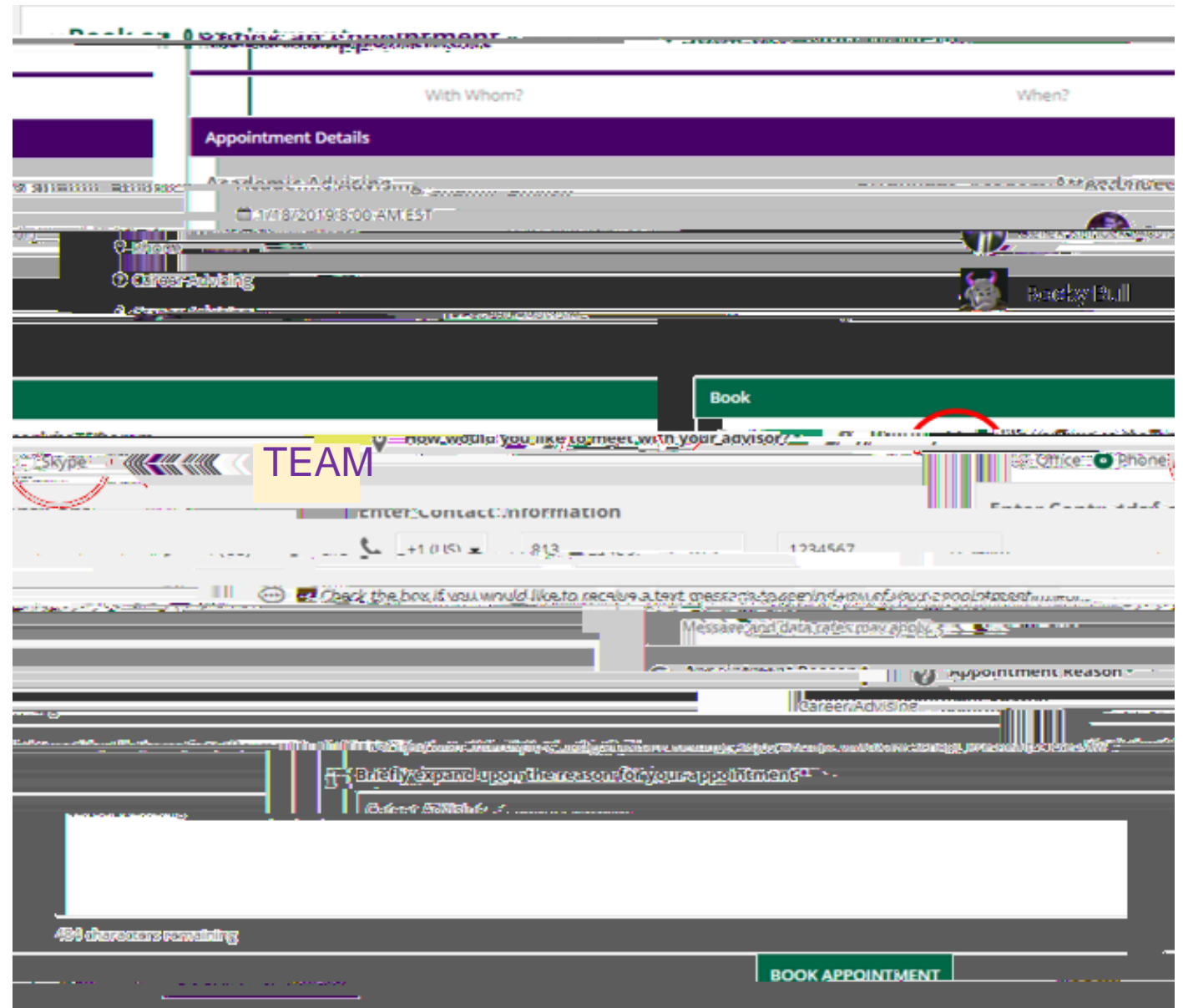
^ Z μ o Ç } μ Œ % % } ] v š u v š • š Z Œ } μ TEAMS Opt z h À μ u v • o š š Z

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

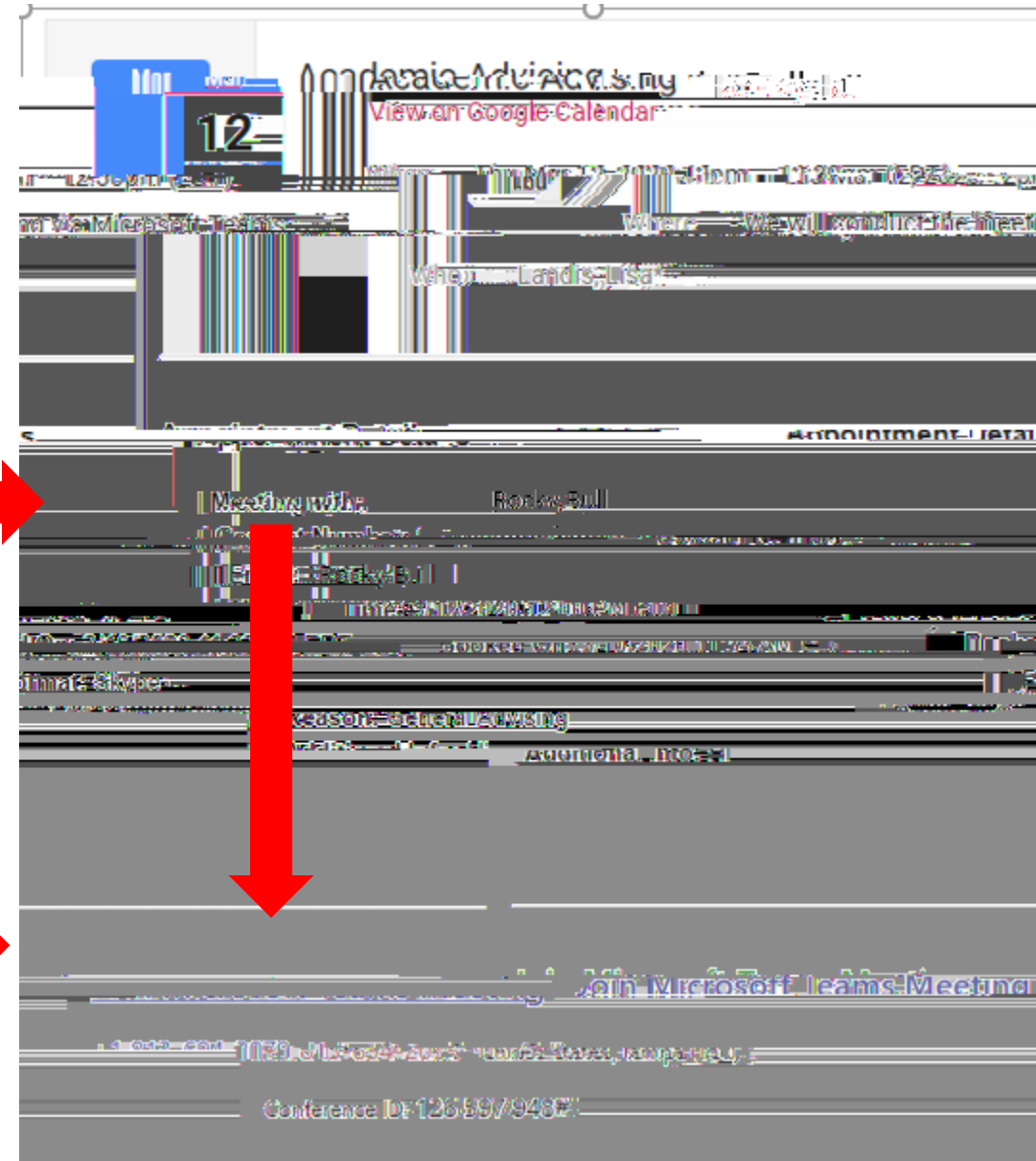
3/4 If you are using a phone, the app is necessary



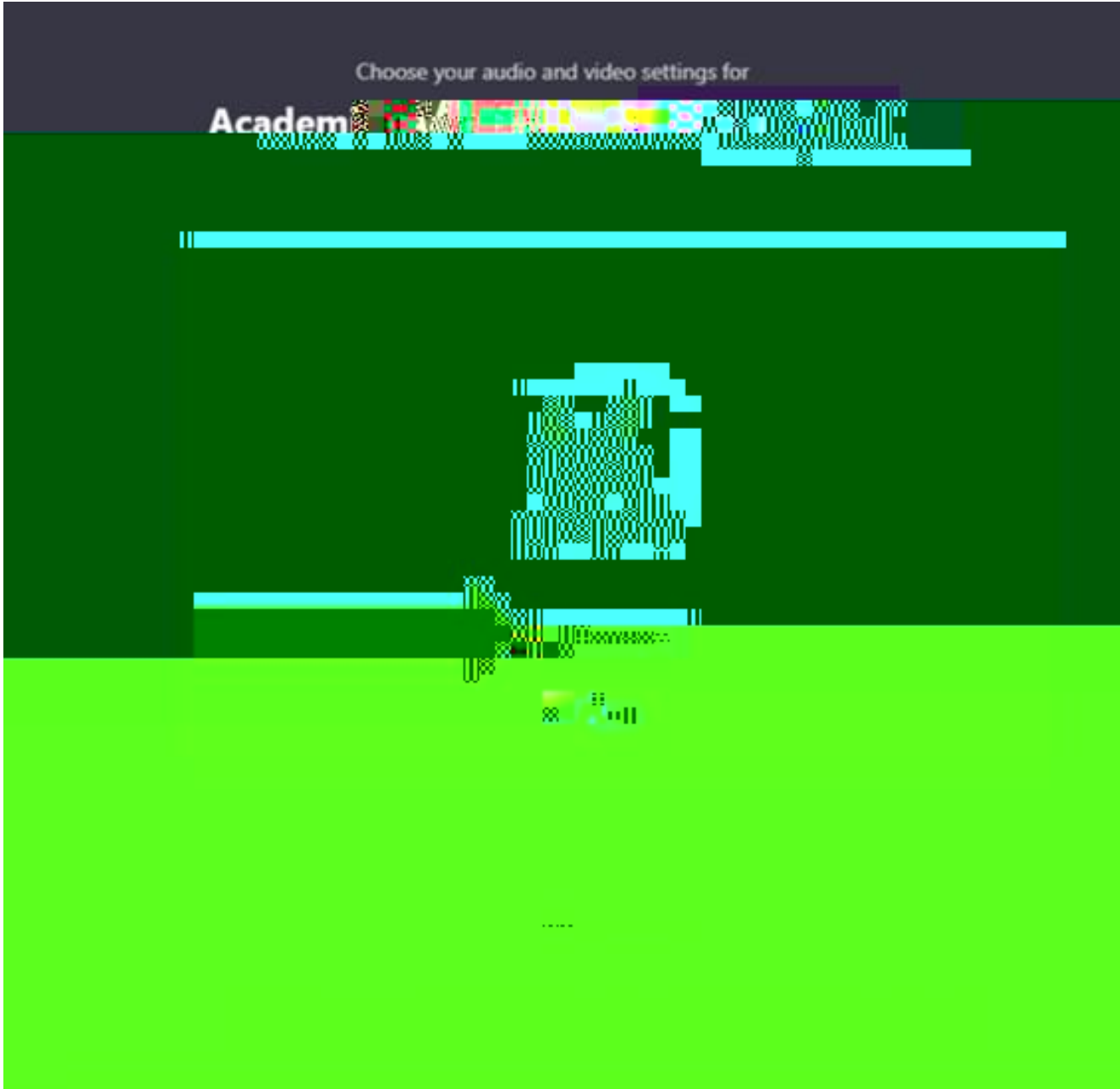
Open the email and SCROLL DOWN to click } v š Z o ] v | u Œ | ^ : } ]  
d u • D š ] v P \_

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 —

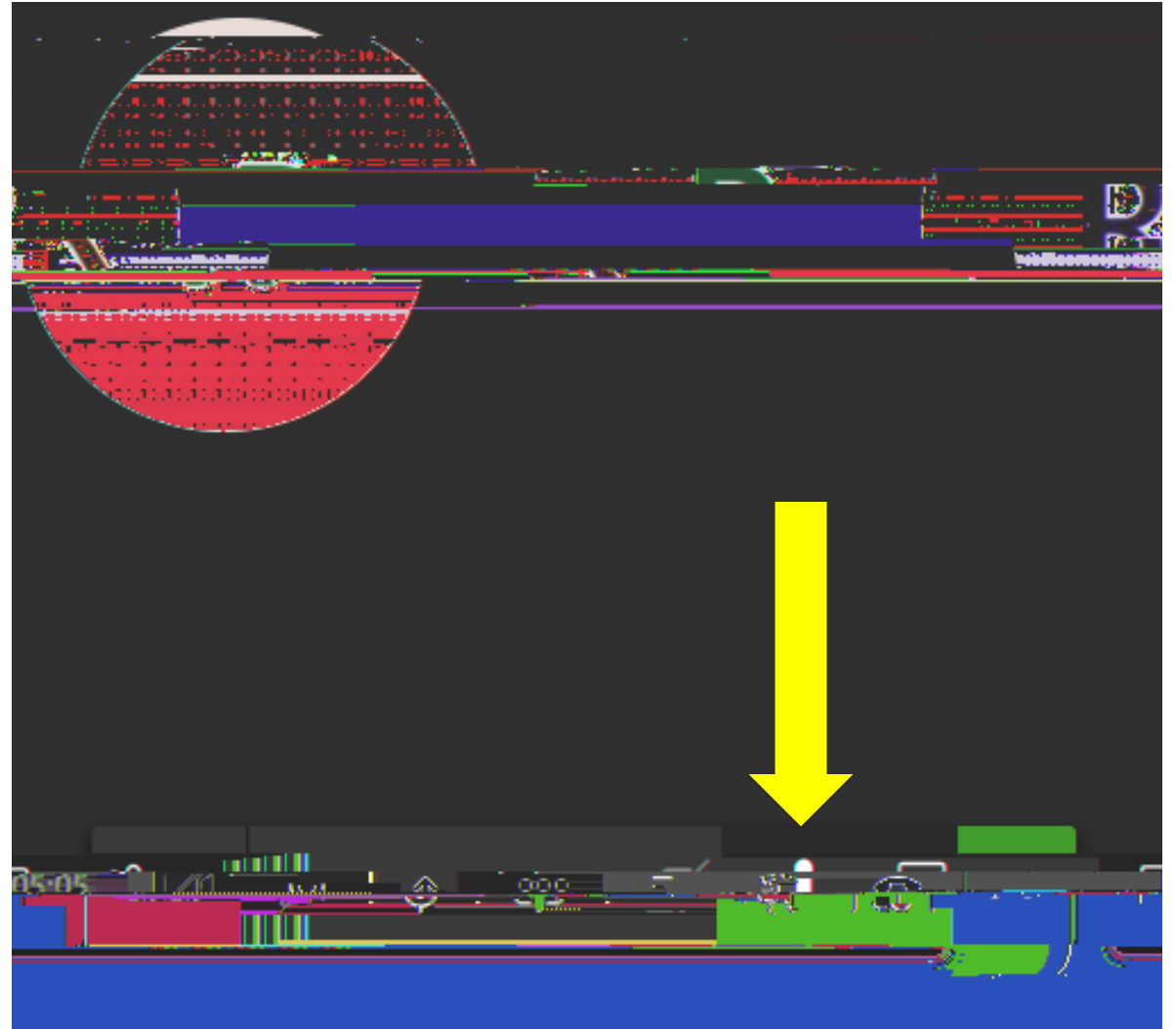


<sup>3</sup>/<sub>4</sub> Clicking the link will take you to the call waiting room

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

# 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

$\frac{3}{4}$  There can be live captions that appear at the bottom of the screen during the video call as well

$\frac{3}{4}$  This option only works if both parties have it selected

# Ending the Appointment

3/4

is about College of Engineering admissions. All of our academic advisors can assist with questions

regarding admission requirements, including standardized testing, application materials, and financial aid.

For more information, please contact your academic advisor or visit our website at [www.coe.edu](http://www.coe.edu).

Dr. [Redacted] | [Redacted] | [Redacted]

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Lili Clark | [lclark@coe.edu](mailto:lclark@coe.edu) | 812.225.5344

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