Navigating Appointments in Microsoft Teams (For Students)

REVISED 3/12/20 (LLRS)
To Make an Appointment: Select Archivum from Drop-down

➢ It is important to note that students can also go through the e-scheduler portal and be redirected to the Archivum appointment scheduler.
➢ Click “Appointments” Tab to schedule an appointment
Selecting an Advisor by name

Do you know who you want to meet with?

- Yes!
  - There is an advisor.
- Not Yet
  - Needing Appointment

My Upcoming Appointments

- 5/1/2018: Academic Advising with Kelli Nickoll

My Past/Canceled/Completed Appointments

- 3/28/2018: Academic Advising with Kelli Nickoll
- 5/1/2018: Academic Advising with Dennis Rendall
- 5/1/2018: Academic Advising with Dennis Rendall
- 3/21/2018: Academic Advising with Kelli Nickoll
- 5/1/2018: Academic Advising with Kelli Nickoll
Selecting an Advisor by Name

➢ 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
Schedule your appointments through Archivum and select the “Skype” option.

➢ 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.

   ➢ If you are using a phone, the app is necessary.
➢ Open the email and click on the link marked “Join Microsoft Teams Meeting”

➢ 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

- Clicking the link will take you to the call waiting room.
- At the time of your appointment, click “Join Now.”
During Appointment

➢ There is also the option to enter the chatroom with your advisor in the event that neither microphone is working.
During Appointment

➢ There can be live captions that appear at the bottom of the screen during the video call as well.

➢ This option only works if both parties have it selected.
Ending the Appointment

➢ Simply click on the red phone button in the task bar near the bottom of the screen to end the call.