

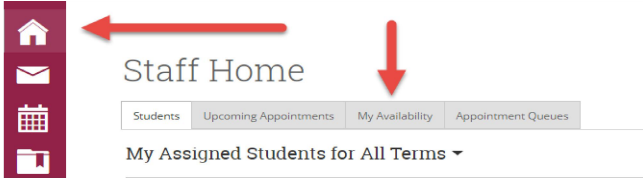
## Navigate @ LUC Training

Scheduling virtual appointments - how should I include Zoom info?

There are 3 different ways you can provide a Zoom link to your students when using Navigate appointment scheduling.

### Option 1 - EAB's recommended option - Using ONE Zoom link for all of your Navigate appointments.

You include this in the URL field while setting up your Availability.



#### Availability

From your homepage choose "My Availability"

#### Available Times

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
Add Time	Mon, Tue, Wed, Thu	8:30a-5:00p	Forever	College of Arts and Sciences (In-Person)	General Academic Advising For: Appointments	Advising
Copy Time						
Delete Time						

MODIFY AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm  
All times listed are in Central Time (US & Canada).

How long is this availability active?  
Summer 2020

What type of availability is this?  
Appointments Drop-ins Campaigns

Care Unit: Advising

Location: First and Second Year Advising (Virtual)

Services:  General Academic Advising

URL / Phone Number: <https://luc.zoom.us/j/9999999999>

Special Instructions for Student

Cancel Save

#### URL field

If you plan to use one Zoom link for all appointments scheduled in Navigate, include this link in the URL field. It will show up on all confirmation and reminder communications to the student.

Note: For this option, you **must** use the waiting room feature in Zoom. Read about the Zoom waiting room here:

<https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>



#### Appointment Scheduled

An appointment has been scheduled for Jul 27 2020 9:30am - 9:45am CT. Details are included below.

##### Additional Details

Go to the Zoom link for our appointment!

<https://luc.zoom.us/j/9999999999>

##### Attendees

Michelle Dayton (c: 7735515154)

##### Location

Learning & Student Success (Virtual)

##### Organizer

Samuel Siner

##### Date of Appointment

07/27/2020

##### Topic

General Help

##### Time

9:30am - 9:45am CT

This Zoom link is sent in the confirmation and reminder emails to the student.

Option 2 - A more manual approach - Communicate Zoom info to the student at the time of the appointment.

MODIFY AVAILABILITY

How long is this availability active?  
Summer 2020

What type of availability is this?  
Appointments Drop-ins Campaigns

Care Unit:  
Advising

Location:  
First and Second Year Advising (Virtual)

Services:  
General Academic Advising

URL / Phone Number

Special Instructions for Student  
I will email you the Zoom link at the time of our meeting|

Cancel Save

**Availability Setup**

**Add Special Instructions for Student**

Within your Availability setup, in the Special Instructions field, make sure to let the student know that you intend to reach out to them with the Zoom info at the time of your appointment.

**Appointment Scheduled**

An appointment has been scheduled for Jul 28 2020 9:30am - 10:00am CT. Details are included below.

**Additional Details**

I will email you the Zoom link at the time of our meeting.

Student sees this message on the confirmation email.

<b>Organizer</b> Joseph Drake	<b>Location</b> First and Second Year Advising (Virtual)
<b>Topic</b> General Academic Advising	<b>Date of Appointment</b> 07/28/2020
<b>Comments</b> N/A	<b>Time</b> 9:30am - 10:00am CT

**At the time of the appointment, send the student a message from Navigate:**

From the Appointments tab:

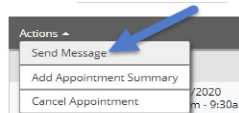
Assigned Students Availabilities Appointments Conversations Calendar

Upcoming Appointments

Care Unit: All care units

Actions	DATE	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
☐	07/27/2020	Dayton, Michelle	9:00am - 9:30am CT	General Academic Advising	Michelle Dayton: I need testing help!	Not Yes	Details

Select the student and select 'Send Message' from Actions menu



SEND A MESSAGE TO MICHELLE DAYTON

Send E-mail Send Text

To: Michelle Dayton

Subject: Use this Zoom link for our Advising Appointment starting now!

Message:  
https://luc.zoom.us/j/9999999999

Add Attachment:  
Select file to attach

Send Additional E-mail Notifications To:

Cancel Send Message

Students will immediately receive the email with this message:

Use this Zoom link for our Advising Appointment starting now!  
If you are having problems with how this message is displayed, click here to view it in a web browser.



<https://luc.zoom.us/j/9999999999>

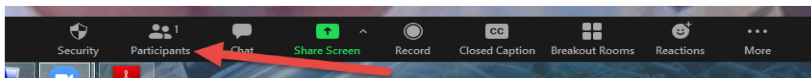
Questions? Please email your advisor or contact [navigate@luc.edu](mailto:navigate@luc.edu).



Or, instead of sending the student a message from Navigate or Outlook, you could also invite directly from Zoom.

To do this, start your Zoom meeting.

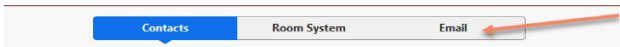
Then, click on the Participants icon at the bottom of the screen.



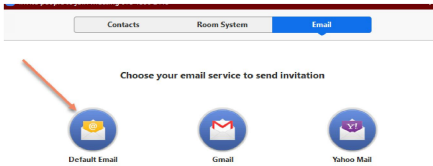
Click on "Invite" from the bottom right set of options.



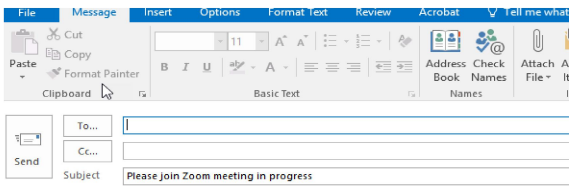
Click on Email from set of options.



Depending on how your Zoom is configured, you may get the following screen. If so, choose 'Default Email'



An Outlook email from your LUC account will appear with pre-populated Zoom info.  
Add the student's email address and send:



Join Zoom Meeting  
<https://luc.zoom.us/j/97513382413>

Meeting ID: 975 1338 2413  
One tap mobile  
+13126266799,,97513382413# US (Chicago)  
+16465588656,,97513382413# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Germantown)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)

Meeting ID: 975 1338 2413  
Find your local number: <https://luc.zoom.us/j/ad4auo70Tz>

Join by SIP  
[97513382413@zoomrc.com](mailto:97513382413@zoomrc.com)

### Option 3 - A more manual approach - Using a concurrent Outlook appointment

MODIFY AVAILABILITY

Advising

Location: First and Second Year Advising (In-Person)

Services: General Academic Advising

URL / Phone Number

Special Instructions for Student

**B I** [List Icon] [List Icon] [Undo] [Redo]

Look for an Outlook meeting appointment from me with a unique Zoom link to use for our appointment!

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment: 1

Cancel Save

#### Availability Setup

#### Add Special Instructions for Student

Within your Availability setup, in the Special Instructions field, make sure to let the student know to expect a calendar appointment from you.

Student sees this message on the confirmation screen when making an appointment.

Student also sees this message on the confirmation email.

When a student schedules an appointment with you via Navigate, it will sync to your Outlook calendar and look like this:

FRIDAY 24 25

This appointment is next to another one on your calendar.

Title: Nav: Michelle Dayton(ID: 00001229386), General Help

Start time: Fri 7/24/2020 11:30 AM Central Time (US & Canada) All day Time zones

End time: Fri 7/24/2020 11:45 AM Central Time (US & Canada) Make Recurring

Location: Learning & Student Success (Virtual)

You have been scheduled for this appointment. Details are included below.

Attendees: Michelle Dayton (ID: 00001229386) (c: 7735515154)

Organizer: Samuel Siner

Type: Learning and Student Success Appointment

Topic: General Help

Comments: Michelle Dayton: I need some help with tests.

To send out a unique Zoom link for this student, set up a Concurrent meeting appointment on your calendar and use the Zoom plug-in.

Meeting invitation details:

To: Dayton, Michelle

Subject: Learning and Student Success Appointment

Location: https://uc.zoom.us/j/99261233924

Start time: Fri 7/24/2020 11:30 AM All day event

End time: Fri 7/24/2020 12:00 PM

Zoom link: https://uc.zoom.us/j/99261233924

Meeting ID: 992 6123 3924

One tap mobile: +13126266799, 99261233924# US (Chicago) +13017158892, 99261233924# US (Germantown)

Dial by your location: +13126266799 US (Chicago) +13017158892 US (Germantown) +16465588856 US (New York) +13462487799 US (Houston) +16699006833 US (San Jose) +1252158782 US (Tacoma)

Meeting ID: 992 6123 3924

Find your local number: https://uc.zoom.us/j/#GOAVB#hw

Join by SIP: 99261233924@zoomerc.com

Join by H.323: 162.255.37.11 (US West) 162.255.36.11 (US East) Meeting ID: 992 6123 3924

Calendar view: FRIDAY 24 Learning and Stud Nav: General Help