

Navigating Appointments in Microsoft Teams For Students

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

List of Advisors for “Pre-Engineering” Students in ENC 1302

<https://www.usf.edu/engineering/student-services/academic-advising/advisors.aspx>

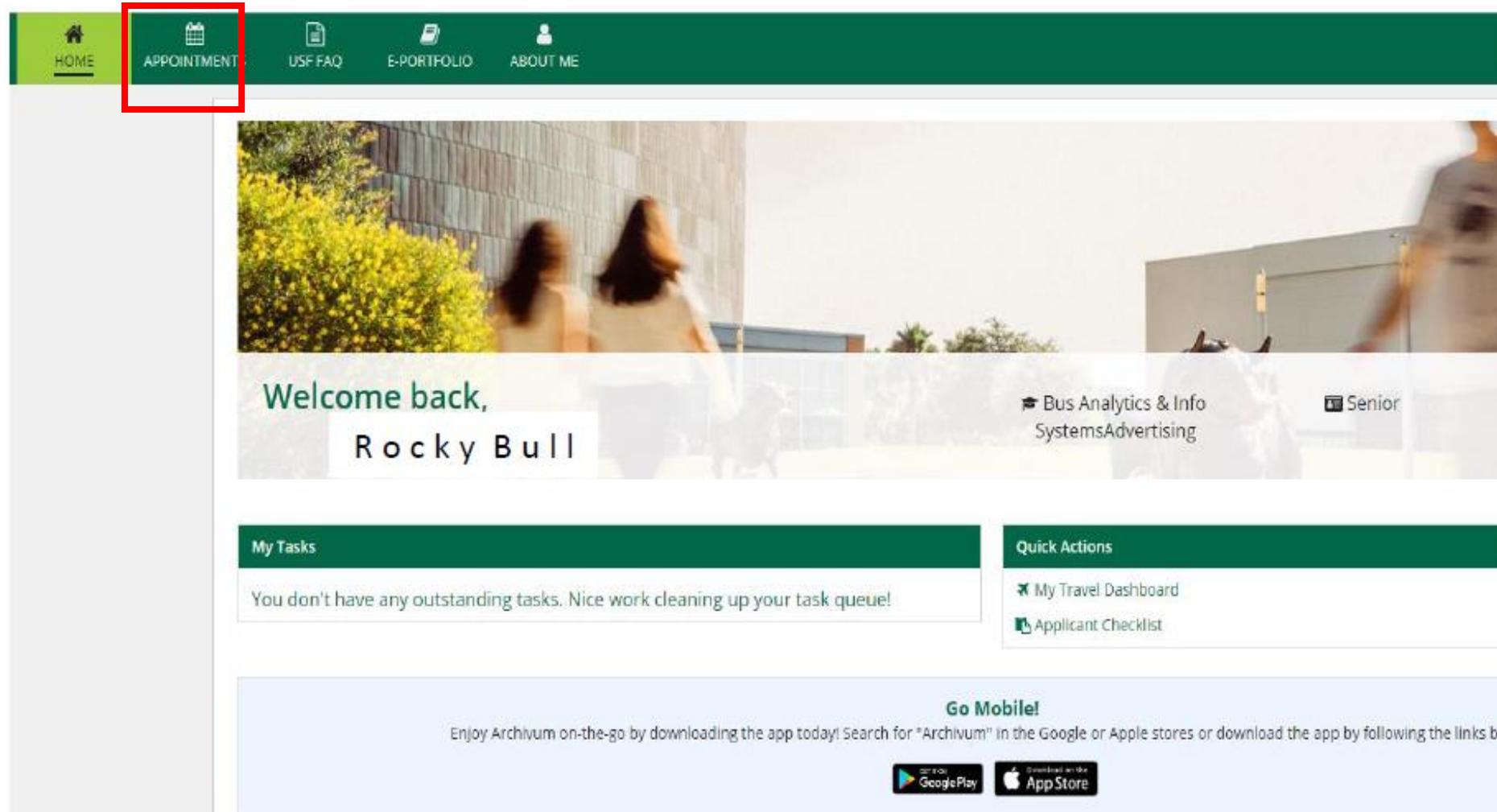
To Make an Appointment: Select Archivum from Drop-down



The screenshot shows the MyUSF website header and navigation menu. The header is green with the USF logo and the text "UNIVERSITY OF SOUTH FLORIDA" and "Welcome to MyUSF". Below the header is a navigation bar with six tabs: "EMAIL", "LEARNING & TEACHING TOOLS", "BUSINESS SYSTEMS", "MY RESOURCES", "MANAGE MY NETID", and "LOGOUT". The "BUSINESS SYSTEMS" tab is active, and a dropdown menu is open, listing several options: "Archivum", "GEMS", "FAST", "OASIS (Staff)", "Payroll Certs", and "Data Marts". The "Archivum" option is highlighted with a red rectangular box. To the left of the dropdown menu, there are two news items: "Employee Announcements" and "Join Coach Charlie Strong at the USF Football Radio Show prior to each game at World of Beer. Click here for more details." To the right of the dropdown menu, there is a "Give Life Day: September 6" announcement and a "Regional Graduate Fair: September 13" announcement. Below these announcements is a "View More Inside USF" link.

- It is important to note that students can also go through the e-scheduler portal and be redirected to the Archivum appointment scheduler

Student Home Page



The image shows a student home page with a green navigation bar at the top. The navigation bar contains five tabs: HOME, APPOINTMENT, USF FAQ, E-PORTFOLIO, and ABOUT ME. The APPOINTMENT tab is highlighted with a red rectangular box. Below the navigation bar is a large banner image showing two people walking in front of a building. The banner text reads "Welcome back, Rocky Bull" and includes links for "Bus Analytics & Info SystemsAdvertising" and "Senior". Below the banner are two sections: "My Tasks" and "Quick Actions". The "My Tasks" section states "You don't have any outstanding tasks. Nice work cleaning up your task queue!". The "Quick Actions" section lists "My Travel Dashboard" and "Applicant Checklist". At the bottom of the page, there is a "Go Mobile!" section with text encouraging users to download the app and links to the Google Play and App Store.

➤ Click “Appointments” Tab to schedule an appointment

Selecting an Advisor by name

▼ **Book an Appointment**

Do you know who you want to meet with?

 **Yes!**
I have someone in mind

 **Not Yet**
I need help finding someone

▼ **My Upcoming Appointments**

 1/14/2019 1:00 PM - Academic Advising with Derek Krinock

▼ **My Past/Canceled/Completed Appointments**

 1/3/2019 - Academic Advising with Derek Krinock

 12/20/2018 - Academic Advising with Derek Krinock

 12/14/2018 - Academic Advising with Derek Krinock

 12/12/2018 - Academic Advising with Alexis Barr

 12/12/2018 - Academic Advising with Alexis Barr

Selecting an Advisor by Name

The screenshot shows a web interface for booking an appointment. At the top is a green navigation bar with icons and labels for HOME, APPOINTMENTS, USF FAQ, E-PORTFOLIO, and ABOUT ME. Below this is a section titled 'Book an Appointment' with a dropdown arrow. Underneath are three tabs: 'With Whom?', 'When?', and 'Book'. The 'With Whom?' tab is active and contains a section titled 'My College and Major' with a list of options: 'College of Business - Bachelor of Science' (with sub-items 'Major - Bus Analytics & Info Systems' and 'Major - Advertising'). Below this is a required text input field labeled 'Who do you want to meet with in Academic Advising?*' with a blue arrow pointing to it and the placeholder text 'Begin typing a name'. A 'BACK' button is located below the input field.

- Simply type in the name of the ADVISOR you wish to meet with and their profile will appear in the drop-down menu

Selecting an Advisor by Name

The screenshot shows a web interface for booking an appointment. At the top is a green navigation bar with icons and labels for HOME, APPOINTMENTS (highlighted), USF FAQ, E-PORTFOLIO, and ABOUT ME. Below the navigation bar is a section titled 'Book an Appointment' with a dropdown arrow. Underneath, there are three tabs: 'With Whom?' (selected), 'When?', and 'Book'. The 'With Whom?' tab is active, showing a green header with the same text. Below this, the user's 'My College and Major' is listed as 'College of Business - Bachelor of Science' with sub-items for 'Major - Bus Analytics & Info Systems' and 'Major - Advertising'. A question asks 'Who do you want to meet with in Academic Advising? *' with a dropdown menu showing 'Derek Krinock' selected. Below this, a section titled 'Click Advisor to View Available Times' includes a note: 'Advisors with a ★ are a part of your success team!'. A card for 'Derek Krinock' is highlighted with a red box, featuring a circular profile picture, his name, and a star icon followed by the text: '★ Derek specializes in course planning and helping students apply for internships and graduate school!'. At the bottom left of the interface is a 'BACK' button.

- Click the Academic Advisor's name to view their available appointment times

Selecting a Date and Time

HOME APPOINTMENTS USF FAQ E-PORTFOLIO ABOUT ME

Book an Appointment

With Whom? When? Book

Appointment Details

Academic Advising

Attendees

- Derek Krinock (Advisor)
- Daria Antipova (Student)
U81453250

When?

You may only book an appointment up to 14 days in advance. All appointments are 30 minutes in length.
Times shown below are in Eastern Standard Time (EST).

Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21
8:00 AM	8:00 AM	8:00 AM	8:00 AM	NO TIMES	NO TIMES	8:00 AM
8:30 AM	8:30 AM	8:30 AM	8:30 AM	NO TIMES	NO TIMES	8:30 AM
9:00 AM	9:00 AM	9:00 AM	9:00 AM	NO TIMES	NO TIMES	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	NO TIMES	NO TIMES	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	NO TIMES	NO TIMES	10:00 AM
MORE	MORE	MORE	MORE			MORE

Schedule your appointments through Archivum and 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
 - If you are using a phone, the app is necessary

▼ Book an Appointment

With Whom? When?

Appointment Details

Academic Advising
1/18/2019 8:00 AM EST
Phone
Career Advising
Career Advising

Attendees
Derek Krinock (Advisor)
Rocky Bull

Book

How would you like to meet with your advisor?*

Office Phone **TEAM**

Enter Contact Information

+1 (US) 813 1234567

Check the box if you would like to receive a text message to remind you of your appointment
Message and data rates may apply.

Appointment Reason *

Career Advising

For help with: Internships, Undergraduate Resume, Study Abroad, Graduate School, Pre-health, Pre-Law

Briefly expand upon the reason for your appointment *

Career Advising

484 characters remaining

BOOK APPOINTMENT

Schedule your appointments through Archivum and select the [TEAMS](#) option.

➤ **Note:** You do not need to download the app or make an account if you are using a laptop or desktop

➤ 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

▼ **Book an Appointment**

With Whom? When?

Appointment Details

Academic Advising
1/18/2019 8:00 AM EST
Phone
Career Advising
Career Advising

Attendees

Derek Krinock (Advisor)
Rocky Bull

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Career Advising

484 characters remaining

BOOK APPOINTMENT

Open the email and SCROLL DOWN to click on the link marked “Join Microsoft Teams Meeting”

- 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

Mar 12 Thu

Academic Advising ' Rocky Bull
[View on Google Calendar](#)

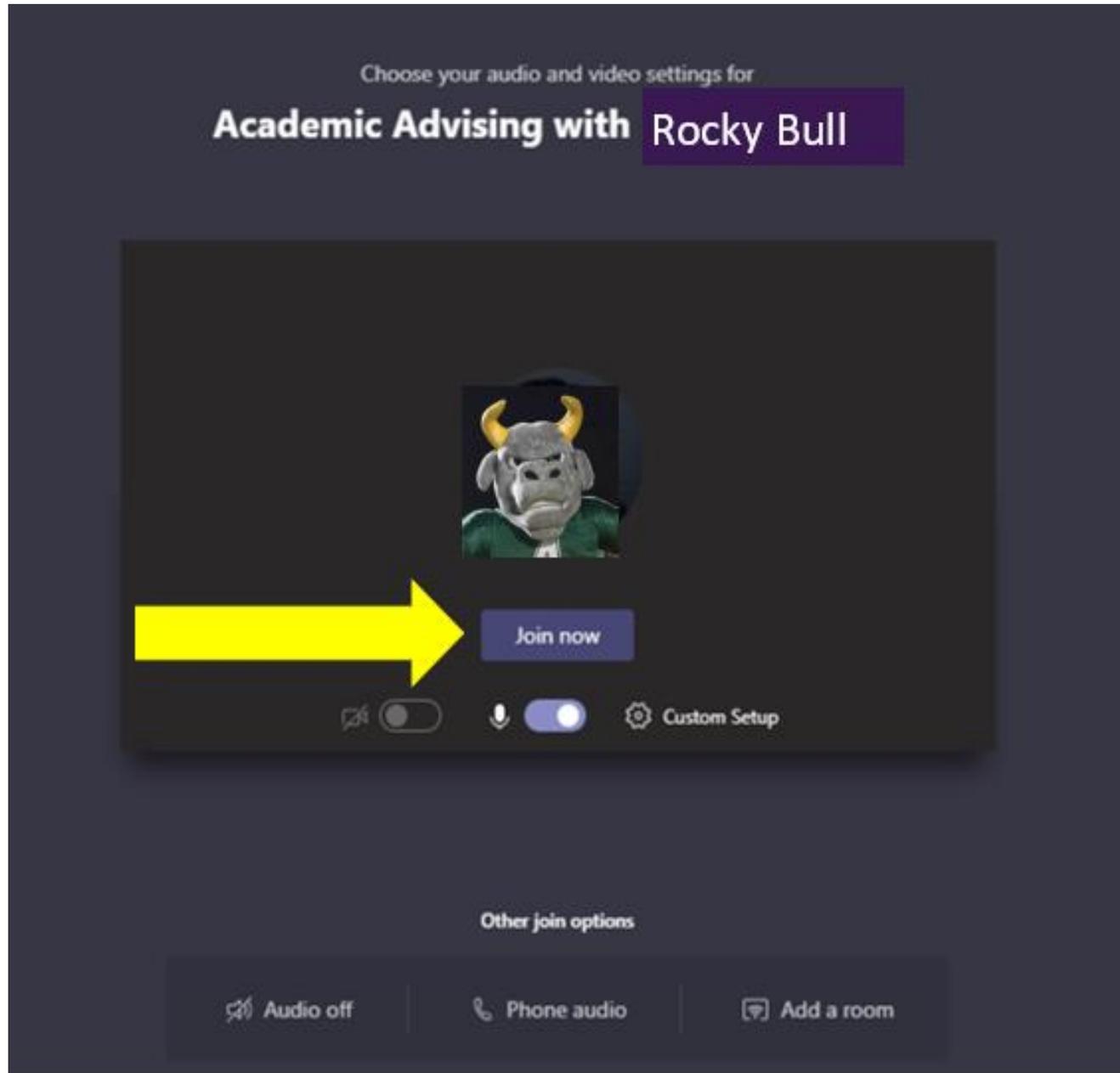
When Thu Mar 12, 2020 12pm – 12:30pm (EDT)
Where - We will conduct the meeting via Microsoft Teams.
Who Landis, Lisa*

Appointment Details

| Meeting with: Rocky Bull
| Contact Number:
| Email: Rocky Bull
| Time: 3/12/2020 12:00 PM EDT
| Booked On: 3/10/2020 11:33 AM EDT
| Format: Skype
| Reason: General Advising
| Additional Info: H

[Join Microsoft Teams Meeting](#)
+1 813-694-2079 United States, Tampa (Toll)
Conference ID: 126 597 948#

Call Waiting Room UNTIL YOU CLICK ON "JOIN NOW"

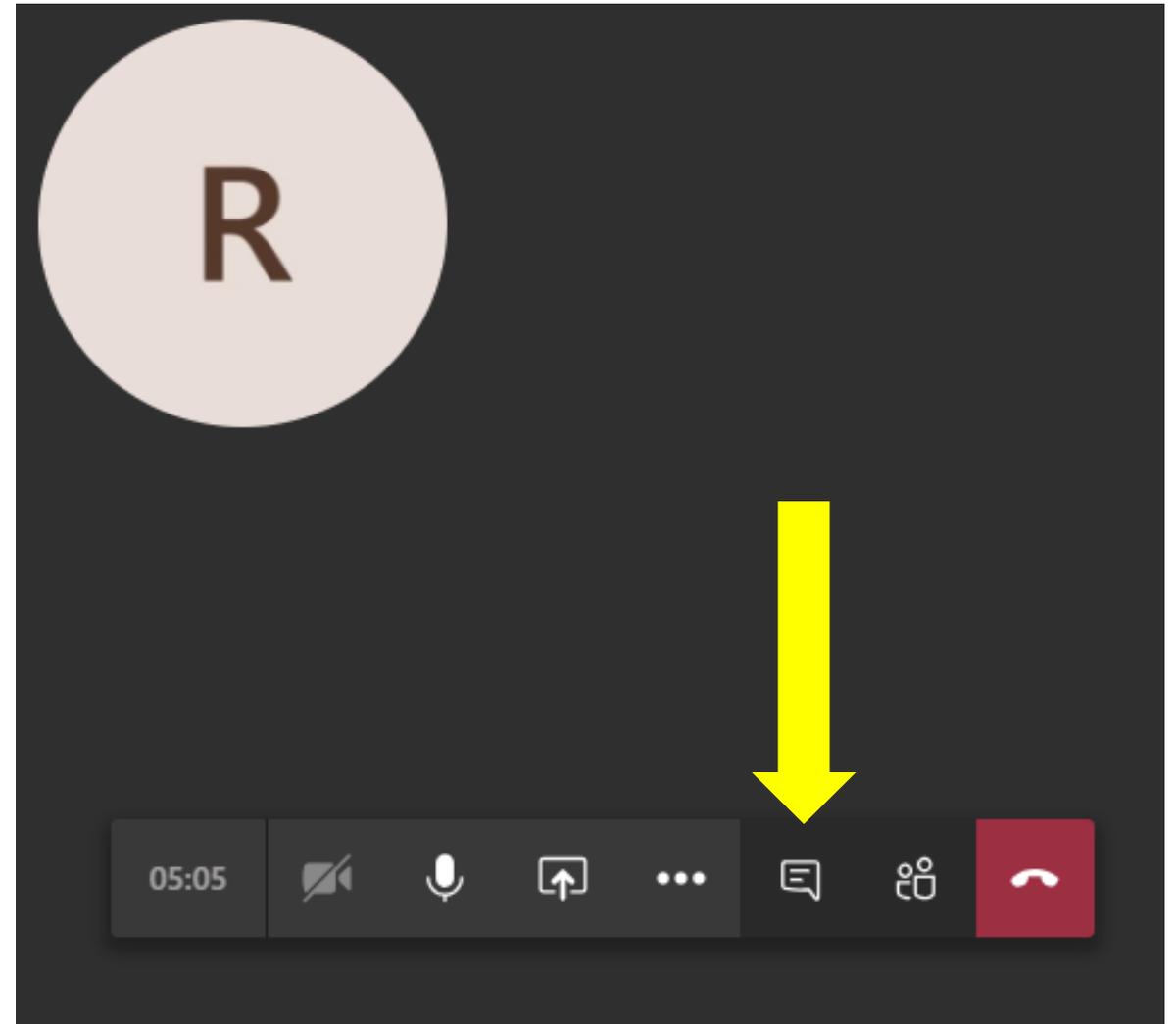


➤ Clicking the link will take you to the call waiting room

➤ At the time of your appointment, click **“Join Now”**

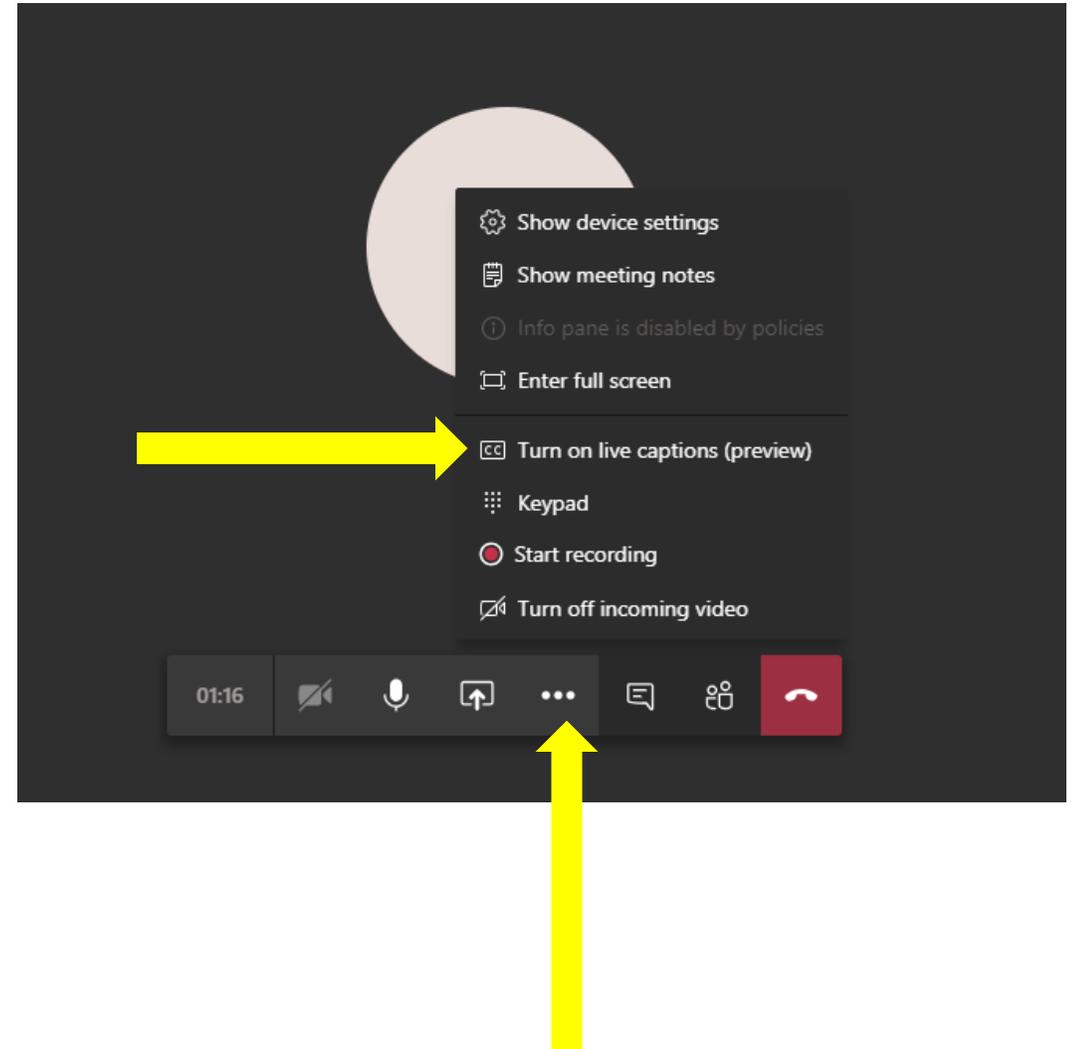
During Appointment

- There is also the option to enter the chatroom with your advisor in the event that neither microphone is working



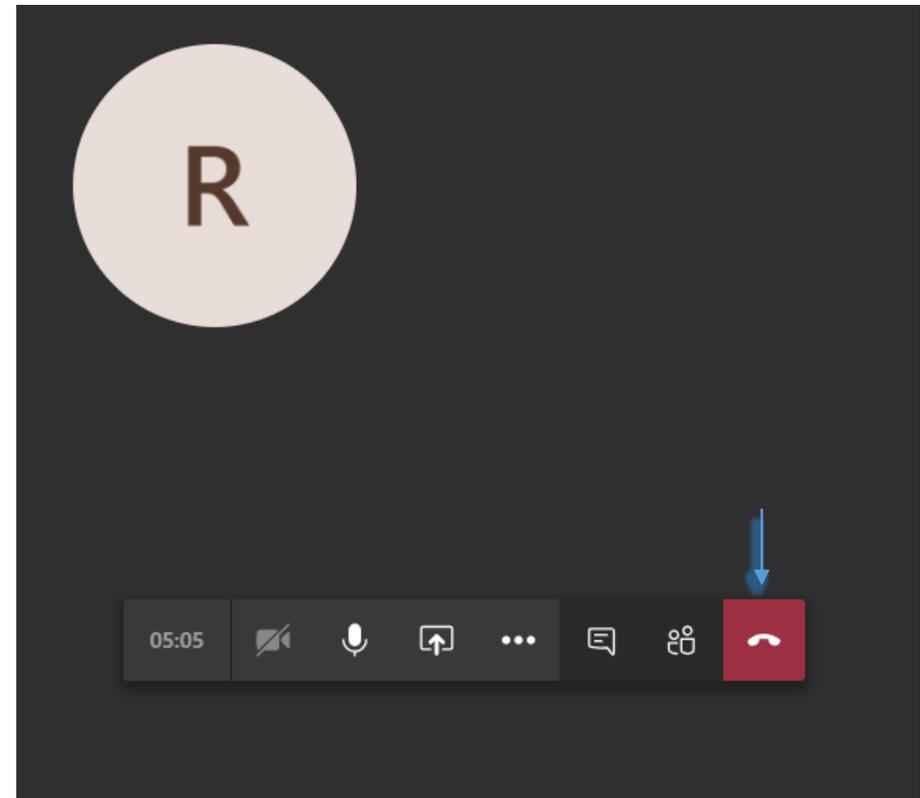
During Appointment

- 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.



ADVISORS

All of our academic advisors can assist with questions about College of Engineering admissions, program admissions, degree requirements, transfer articulation agreements, the degree audit system (DegreeWorks), registration, curriculum planning, transient processes, tutoring, etc. They provide resources and referrals to other offices at USF.

Advisor	E-mail Address	Phone Number
Brian Brennan	bbrennan1@usf.edu	813-974-8024
Lili Clark	lmclark@usf.edu	813-974-5742
Pat Homer	homer@usf.edu	813-974-4940
Pachara Mayton	pmayton@usf.edu	813-974-6282
Silvia Martinez	silviam@usf.edu	813-974-8552
Arias Pitts	ariasp@usf.edu	813-974-3694