



Adding Zoom links or other directions in your appointment messages

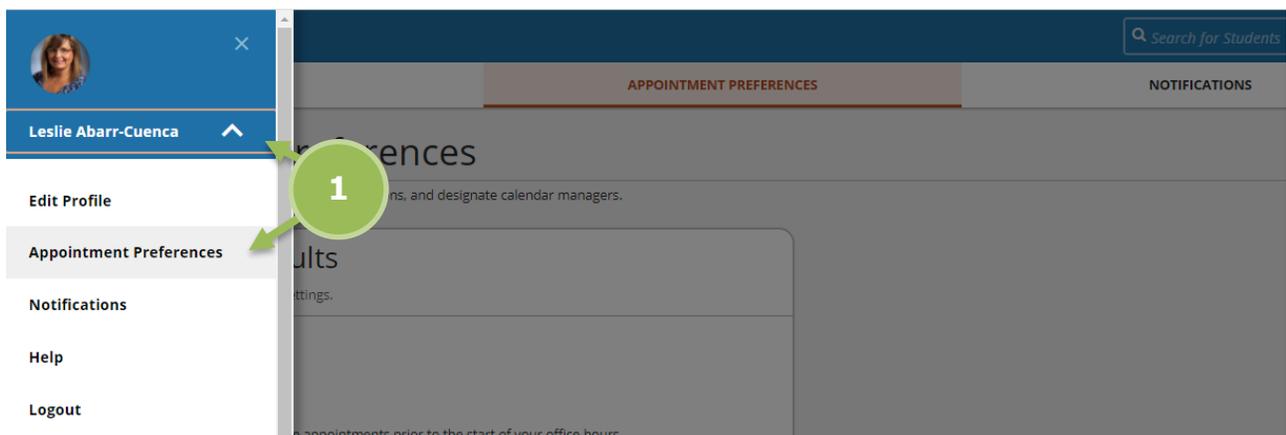
Instructions to add Zoom links or other messages in NW Success 360 to your profile and appointment messages to students.

If you will be offering office hours over Zoom, there are two ways to provide this option to students. You can include Zoom as an “office location,” which gives the students an opportunity to choose this when making an appointment. You may also include directions on accessing your Zoom account through appointment instructions.

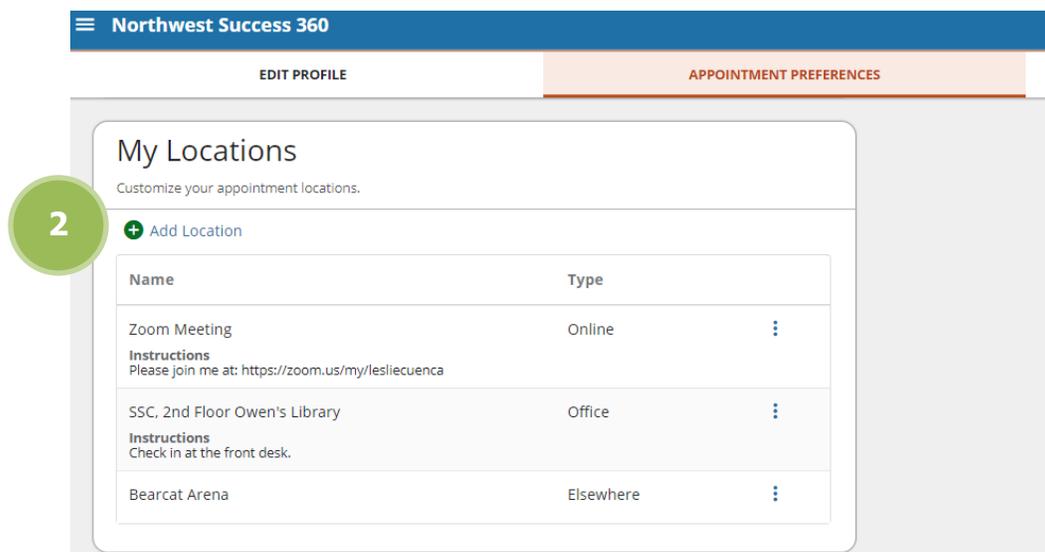
Adding Zoom as an “office location.”

To start, access your Northwest Success 360 account through Northwest Online or the Bearcat Log-in page.

1. Click the drop down menu by your name and choose **Appointment Preferences**.



2. Under **Appointment Preferences**, scroll down to **My Locations**, and click the + by Add Location.



- Choose **Online** for your Location type, and complete the other information for your Zoom or online meeting option, and click **Add Location**.

- When you are scheduling office hours, users choose which office locations to include in a time block.
- You can also go back to already created office hours and edit to add more office locations.
(For additional more information on creating office hours, see other 360 tutorial information.)

TIPS

You may want to explain your Zoom setup in your instructions.

Example:

If you have requested a Zoom appointment (video conferencing), join URL: <https://zoom.us/j/388326990> at your designated appointment time. You will enter a waiting room, and I will be notified that you are waiting for our appointment. You may choose to download the app, but it is not necessary to join the meeting. If you have requested a phone meeting, please call 660-562-1695, unless you have requested that I call you. I look forward to meeting with you!

You will need to change appointment options and instructions on each appointment block you've created.

To quickly check that each one has been edited, you can hover above the clock on each block to see quickly what the instructions are.

The screenshot displays the Northwest Success 360 appointment scheduling interface. On the left, there is a calendar for March 2020 with a 'Today' button. The main area shows a schedule for Monday, 03-16-2020, with a 9:00 am appointment titled 'Academic Success & Retention required unit meeting (COVID-19 planning and next...'. A pop-up window is open over this appointment, showing instructions: 'Today at 9:00 am', 'SSC, 2nd Floor Owen's Library', and 'Campus is currently open, and I am available for in-person appointments at this time. If you requested an in-person appointment and this should change, I will contact you for'. The pop-up also includes 'Edit', 'Cancel', and 'Walk-in' buttons. A green circle highlights the clock icon on the appointment block, and a green rectangle highlights the pop-up window.

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