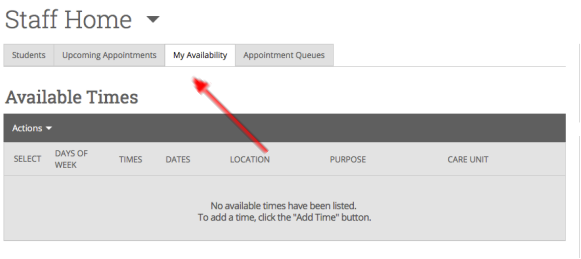
**Initiating an Appointment Campaign in EAB Navigate**
*Setting Availability*

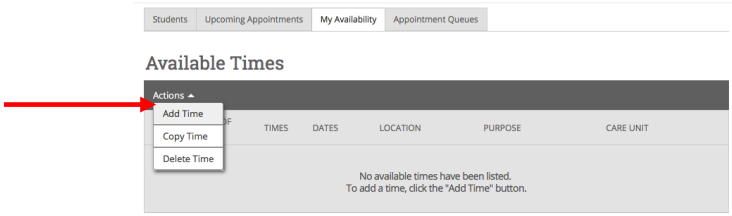
**Availability is a tool that allows staff and faculty to schedule appointments with students within Navigate. Any user who needs to have students schedule through Navigate must first configure their appointment availability.**

**Navigate URL:** http://uvm.campus.eab.com

1. From the Staff Home, select My Availability tab.




2. Under the Actions menu (beneath Available Times), select Add Time.



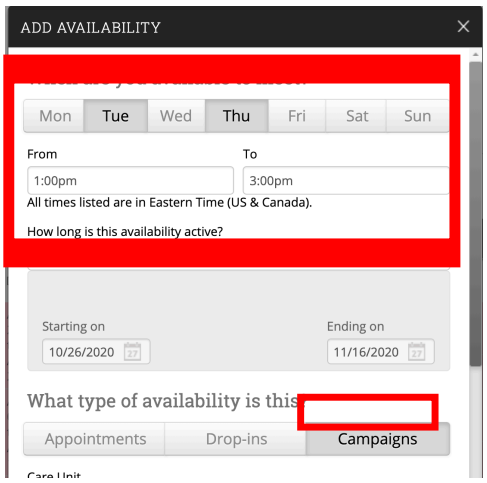

3. A new screen will open and you will be asked to note the required details about the type of appointment you are looking to schedule and when you are available to meet with students.

**Things to consider when entering your available times:**

- For "How long is the availability active?," you will likely want to select a "Range of Dates" and enter the weeks that your campaign should be active (i.e. 10/26/2020 to 11/16/2020).

- If you are looking to set up time on the same day(s) each week, say, M, W and F from 3-4:30 PM, then you can "Add Time" once for the full duration of that week (or weeks).

- If you want to set up a block of time on Mondays between 1-3 PM and another block of time on Thursdays from 9-11 AM, you will need to "Add Time" for each day that you hope to hold appointments.




**IMPORTANT: You want to set your availability ONLY for <u>CAMPAIGNS</u> at this point, so click on the Campaigns button.** (You do not need to select the Appointment or Drop-ins buttons.)

**Once you've selected times and length of your availability, you will select the following parameters:**

1. **Care Unit** = Advising

2. **Location =** Your College/School (i.e. College of Education and Social Services).

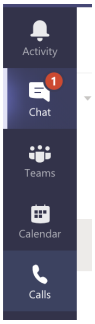
3. **Service =** Spr 21 Course Registration Advising

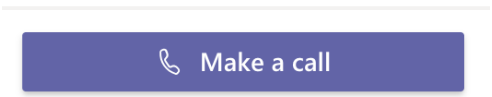
4. There is no need to enter anything in to the **URL/Phone** box unless you'd like to share your phone number with the student for the purposes of the meeting.

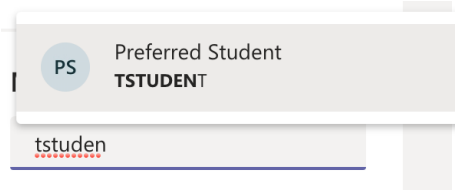
5. Within the **Special Instructions**, you will want to **enter details about how the students can connect with you at the time of their appointment.** (The Special Instructions text is sent to students in reminders and notifications about appointment times.)

   **There are two options in Teams to consider:**

**<u>OPTION 1:</u>** You can elect to **<u>call students in Teams</u>** at the time of the scheduled appointment. In order to do so, you would click "Calls" in the Teams navigation bar. Then, choose "Make a Call," and enter the students' netID or name.




In this scenario, **<u>you would enter something like the text below in the Special Instructions when settings your availability:</u>**

"I will video call you on Microsoft TEAMS at the time of our appointment. You can access more information about how to use Teams here. You will simply need to be logged in to the software and accept my call when it comes through. If you would like me to call an alternate number (such as your cell phone), please let me know via email.

**OPTION 2:** You may elect to **have students reach you in Teams** at the designated appointment times.

In this scenario, **you would enter something like the text below in the Special Instructions when settings your availability:**

"Please video call me in Microsoft TEAMS at the time of our appointment. You can access more information about how to use Teams here. If I do not answer your call on the first try, I am likely meeting with another student. I will call you back when I am free. (Please stay in TEAMS and await my call.)

4. Finally, be sure to **Save** the availability once you have completed all of the necessary fields.

**For any questions, please contact the Navigate User Support Team at:** StudentSuccess@uvm.edu

**To access the ETS Knowledge Base about Microsoft TEAMS, visit https://www.uvm.edu/it/kb/article/teams/. Details about chats, videos and audio calls can be found under the "Get Started" heading.**