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

![Availability screenshot]

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

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.

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.

Student sees this message on the confirmation email.

At the time of the appointment, send the student a message from Navigate:
From the Appointments tab:
Upcoming Appointments
Select the student and select ‘Send Message’ from Actions menu
Students will immediately receive the email with this message:

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

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:

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.