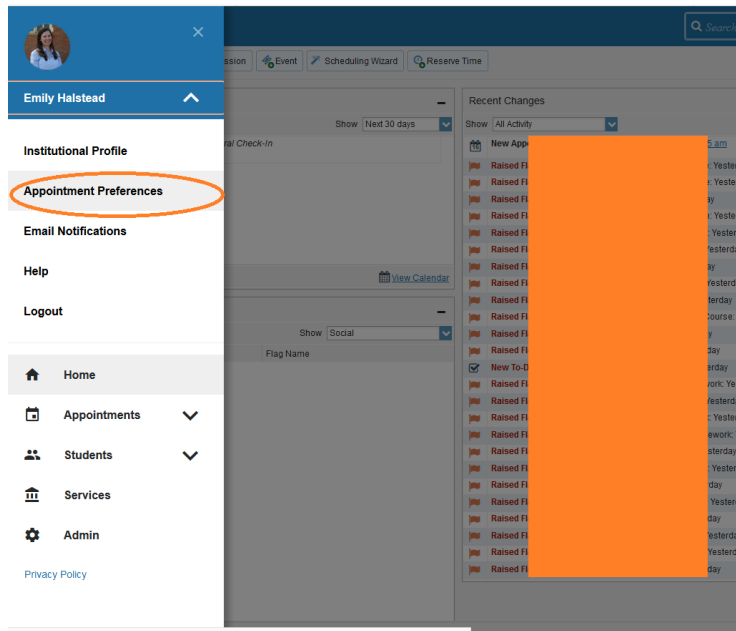


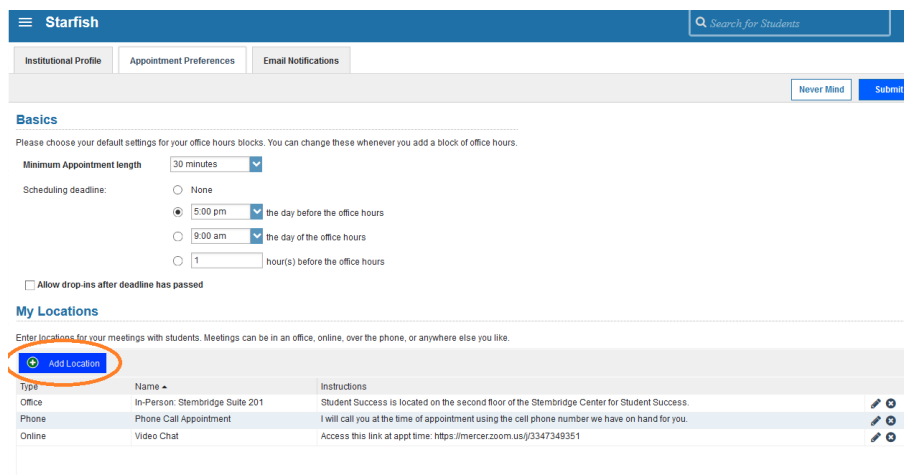
Adding/Removing Locations to Existing Office Hours

If you have already connected Starfish with your Outlook calendar and have set up office hours, these instructions will help you to add additional office locations in order to support students in scheduling virtual meetings (e.g. phone or Zoom).

1. Access Starfish through **MyMercer**.
2. Click the **Menu** Icon on the left side of the page.
3. Click your **name**.
4. Click **Appointment Preferences**

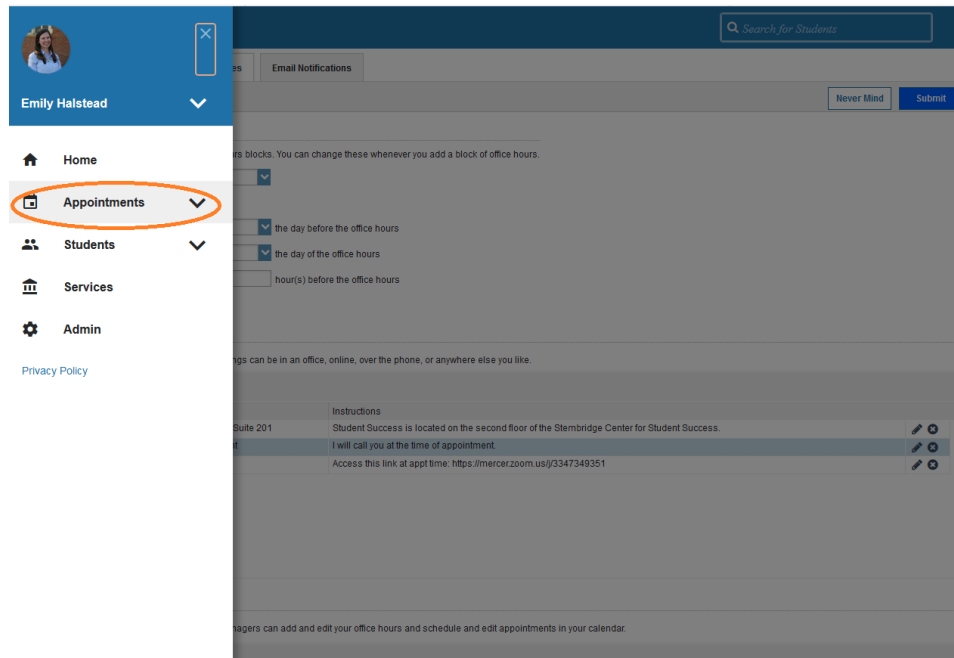


5. Click **Add Location**

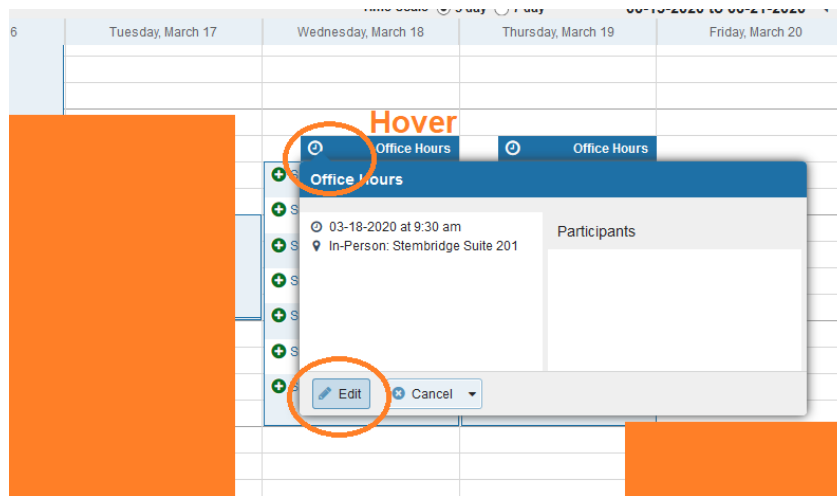


6. Add in the additional locations needed
 - a. Note: In the *instruction box*, you can place your technology platform address for the virtual meetings (e.g. Zoom, WebEx). All information in the instruction box by default is pulled into the default Starfish appointment type message.
 - b. For URL for your "Zoom Room": See instructions on Page 3 of this document.
7. Click **Save**.

8. Click **Submit** to save your changes to the appointment preferences.
9. Click the **Menu Icon**
10. Click the **Appointments** tab



11. Click **Agenda**
12. Hover over the **calendar icon** until the dropdown appears
13. Select **Edit**



14. Add and remove the appropriate locations by selecting or unselecting the check boxes.
15. Add Instructions that can provide clarification for the student. For example:
 - a. *“If you have signed up for a phone appointment, please email me in advance to let me know your preferred phone number. I will call you at the appointment time.”*
 - b. *“If you have signed up for a video chat, please ensure your video and microphone are working on your computer. Access the Zoom link at appointment time.”*

Edit Office Hours - Office Hours [Never Mind] [Submit]

• **Title** Office Hours

• **What day(s)?** Weekly Repeats every 1 week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

• **What time?** 9:30 am to 12:00 pm

• **Where?** Note: You may select more than one location to give students a choice.

Phone Call Appointment
I will call you at the time of appointment.

Video Chat
Access this link at appt time: <https://mercer.zoom.us/j/3347349351>

In-Person: Stembridge Suite 201
Student Success is located on the second floor of the Stembridge Center for Student Success.

• **Office hours Type** Scheduled Appointments Only
Only take scheduled appointments

• **How long?** 30 minutes minimum appointment length
30 minutes maximum appointment length

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

If you have signed up for a phone appointment, please email me in advance to let me know your preferred phone number. If you have signed up for video chat, please ensure your microphone and video on your computer are enabled!

Required fields [Never Mind] [Submit]

16. Click **Submit**

17. Repeat as needed for the number of established office hour and/or group session series.

- a. For instance: If you had set up one series of repeating appointment times on Tuesday afternoons and a separate series on Wednesday mornings, you'll need to update appointment details for both.

Using Your Zoom Room as a Virtual Meeting Location

Acquire Your Zoom Room Link

1. Access Zoom by clicking the following link and selecting **Sign In**: <https://mercer.zoom.us/>
 - a. For guidance, use instructions provided ([here](#)) by Mercer IT.
2. Access your **Profile**, if you are not already there.
3. Copy & paste the URL displayed under your **Personal Meeting ID**. This URL is the "room" at which you can meet with students or others.
 - a. You can distribute this link via email or add as a meeting location in Starfish.

MERCER UNIVERSITY

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

Emily Halstead
Account No. 743519

[Change](#)

Personal Meeting ID: 334-734-9351
<https://mercer.zoom.us/j/3347349351>
× Use this ID for instant meetings

Personal Link: Not set yet.

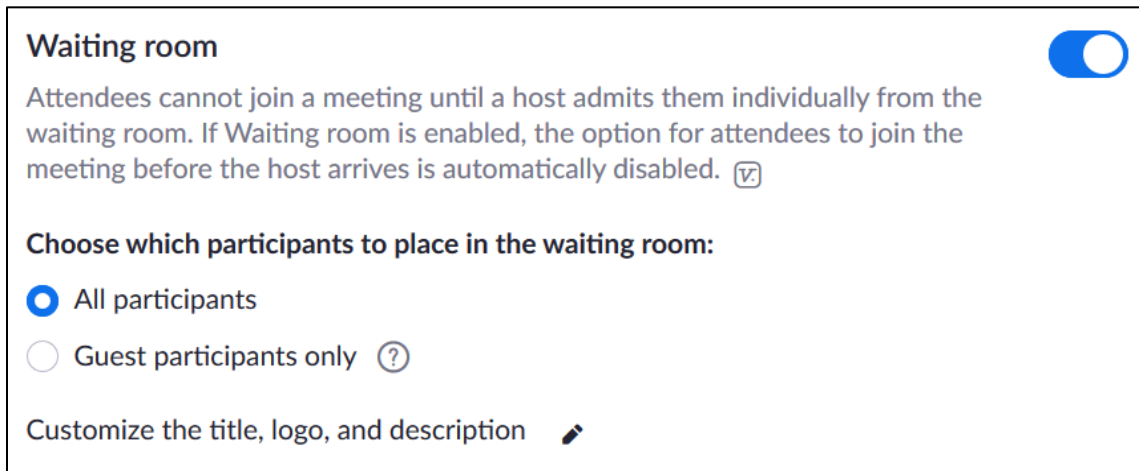
Sign-In Email: halstead_ee@mercer.edu

Enable “Waiting Room” In Zoom (Optional)

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

This feature is particularly useful if you have back to back meetings scheduled and want to ensure that students are not capable of joining while you’re currently meeting with a different student.

1. Access **Zoom** by clicking the following link and selecting Sign In: <https://mercer.zoom.us/>
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Navigate to the **Waiting Room** option on the **Meeting** tab and verify that the setting is enabled.
 - a. Note: If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.



Meeting with Students

1. We recommend that you follow IT’s Instructions to Install Zoom on your computer.
2. At the time of a scheduled meeting, simply run the Zoom app or open the URL to your Zoom Room. When a student joins the meeting, you should receive a notification.
 - a. Be sure your video and microphone are turned on.

Updated March 2020
Questions? Email starfishsupport@mercer.edu.