

## Setting Up a Reoccurring Meeting

After setting up your availability, access the student's profile page using the quick search in Navigate.  
(If you have not yet set up your availability, please reference the **"Setting Up Your Availability"** guide)

1. Select "Schedule an Appointment" from the menu on the right.

Test User

Overview History Class Info Path More

Student ID: XJT051  
Additional Roles: Advisor, Tutor

Classification: Freshman

Goals & Interests (supplied by the student)

Favorite Majors: None  
Favorite Subjects: None

Current Alerts 0

- I want to...
- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report on Appointment
- Schedule an Appointment
- Add to Student List
- Issue an Alert

2. Select your Care Unit, Location, and Service. Then select yourself as the Organizer and choose an initial start date.

NAVIGATE Quick Search Terms Spring 2021

### Schedule Appointment

Filters

Care Unit: Advising

Location: Enrollment Mgmt & Student Affairs

Service: Academic Coaching - USTU

Course: [Search]

Comments: [Text Area]

Select a Date

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

People Attending (1)

User, Test (Advisor, Student, Tutor)

Available Slots Left in Appointment (0)

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Edenfield, Crystal	
<input type="radio"/>	Gerdnic, Laura	
<input type="radio"/>	Griffin, Kelly	
<input type="radio"/>	Holmes, Squoia	
<input type="radio"/>	Smith, Elizabeth	
<input type="radio"/>	Vineyard, Scarlett	

Add an Attendee [Search] [Add] [Remove]


Choose A Time To Meet



3. Select 30 mins as the length and choose desired appointment date and time.

(NOTE: Navigate will show "Conflict" for times that interfere with the student or advisor's schedule. "Busy" times are imported from your personal calendar if you have synced your Outlook.)


Choose A Time To Meet

Length:   Availabilities:


TIME SLOT	02/07 (SUN)	02/08 (MON)	02/09 (TUE)	02/10 (WED)	02/11 (THU)	02/12 (FRI)	02/13 (SAT)
10:00am - 10:30am ET			BUSY	0/1 BUSY	<input type="checkbox"/> 0/1	0/1 BUSY	
10:30am - 11:00am ET		BUSY	BUSY	0/1 BUSY	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	
11:00am - 11:30am ET		BUSY	BUSY	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	
11:30am - 12:00pm ET		BUSY		0/1 BUSY	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	
12:00pm - 12:30pm ET	CONFLICTS		BUSY	0/1 BUSY	<input type="checkbox"/> 0/1	0/1 BUSY	
12:30pm - 1:00pm ET			BUSY	0/1 BUSY	<input type="checkbox"/> 0/1	0/1 BUSY	
1:00pm - 1:30pm ET	CONFLICTS			<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	0/1 BUSY	
1:30pm - 2:00pm ET		BUSY	BUSY	<input type="checkbox"/> 0/1	0/1	0/1	

4. To repeat the appointment, select how often to repeat the appointment then select the day. Set the end date of the reoccurring meeting and select "Save Appointment".

Repeat This Appointment?

Repeat  
 



Every  
 

Repeat Until  
 

