Thanks for scheduling your appointment in Starfish. In order to prepare for our meeting, please complete the below steps 1 and 2 in advance:

1. Sign into Starfish and review your appointment time. Please ensure that you continue to be available on that day and time. If you no longer are available to meet during that time, please cancel your appointment and request an alternative meeting time in Starfish. If you have any questions about your scheduled appointment, please let me know.
2. Sign into MyDrake and access the Microsoft Teams application under the waffle icon in the upper right corner. Select the Teams application and sign in using your Drake ID and password. See the screen shot below. If you are not successful in accessing Microsoft Teams, please contact the [IT Help Desk](https://drake.teamdynamix.com/TDClient/2025/Portal/KB/ArticleDet?ID=95408) by following the remote assistance instructions on their webpage. This is Drake supported technology and as such is best suited for our online virtual meeting needs. If you are successful in signing onto Teams, thank you for checking your access in advance. Nothing else you need to do to prepare for our meeting.
3. On your appointment day a few minutes before your appointment time, I ask that you sign back into Teams and wait for my call. I will call you at our scheduled time within the Teams application.

