Using Zoom to Schedule Virtual Meetings in Starfish
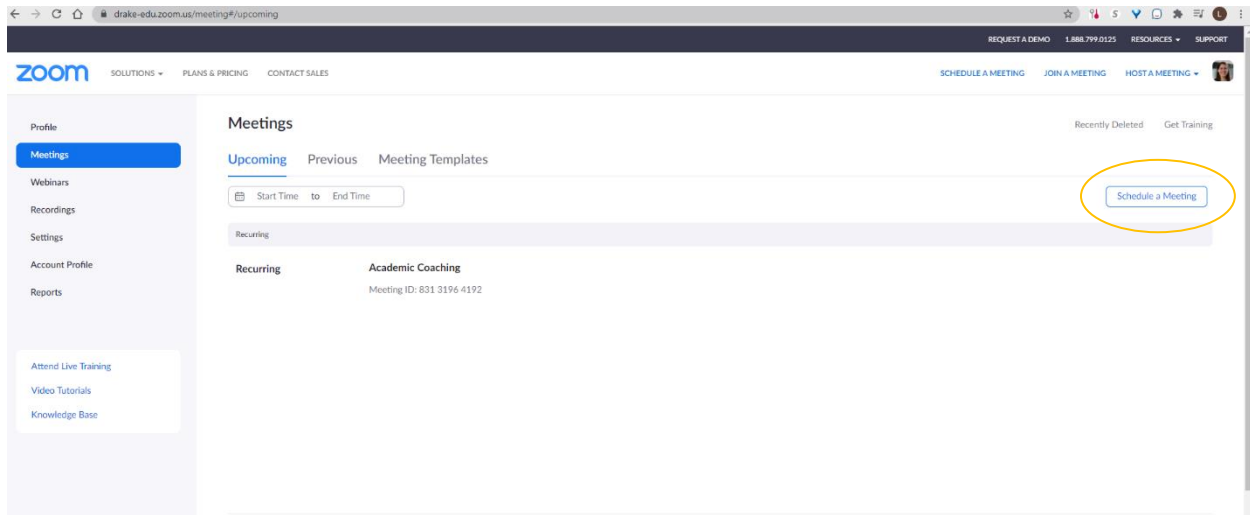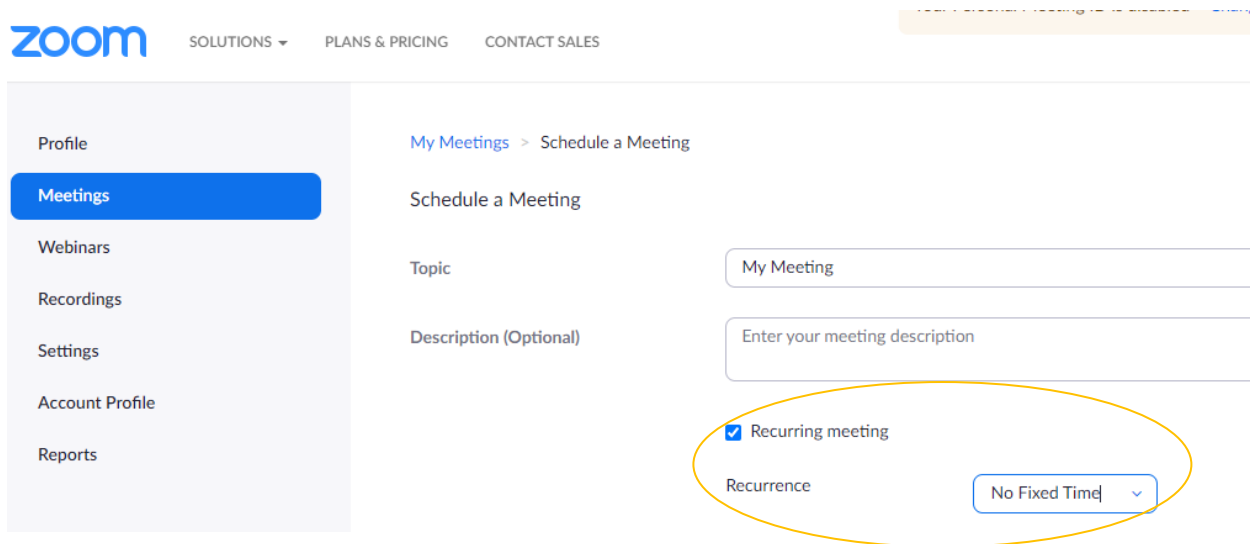
1. Log in to Zoom

2. Select **"Schedule a Meeting"** from the upper right-hand side

3. Fill in your information as needed.
   a. Click **Recurring meeting** and select **"No Fixed Time"** from the dropdown menu

4. After adding all meeting details, save the meeting and copy the invite link, which will be added to your Starfish appointments
   a. Do NOT use a passcode (it creates a longer link than can be shared in Starfish)
   b. Alternatively, use the waiting room to manage attendees
   c. Copy the "Invite Link" (as indicated below)

My Meetings > Manage "Academic Coaching"

Start this Meeting

Topic	Academic Coaching
Time	Recurring meeting
	Add to Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	831 3196 4192
Security	✕ Passcode ✓ Waiting Room
	✕ Require authentication to join
Invite Link	https://drake-edu.zoom.us/j/83131964192 ↪ Copy Invitation
Video	Host Off
	Participant Off
Audio	Telephone and Computer Audio
	Dial from United States
Meeting Options	✕ Allow participants to join anytime
	✓ Mute participants upon entry ☒
	✕ Approve or block entry for users from specific countries/regions

5. Log in to Starfish

6. Click the hamburger (three line) menu from the top left of the screen

7. Under your name, click the arrow to select "Appointment Preferences"

8. Within the "Appointment Preferences" tab, scroll down to the "My Locations" section, where you can add or edit your virtual meeting to include your Zoom meeting link


9. Finish your meeting setup by returning to your Starfish home screen and select "View Calendar" from the Appointments section

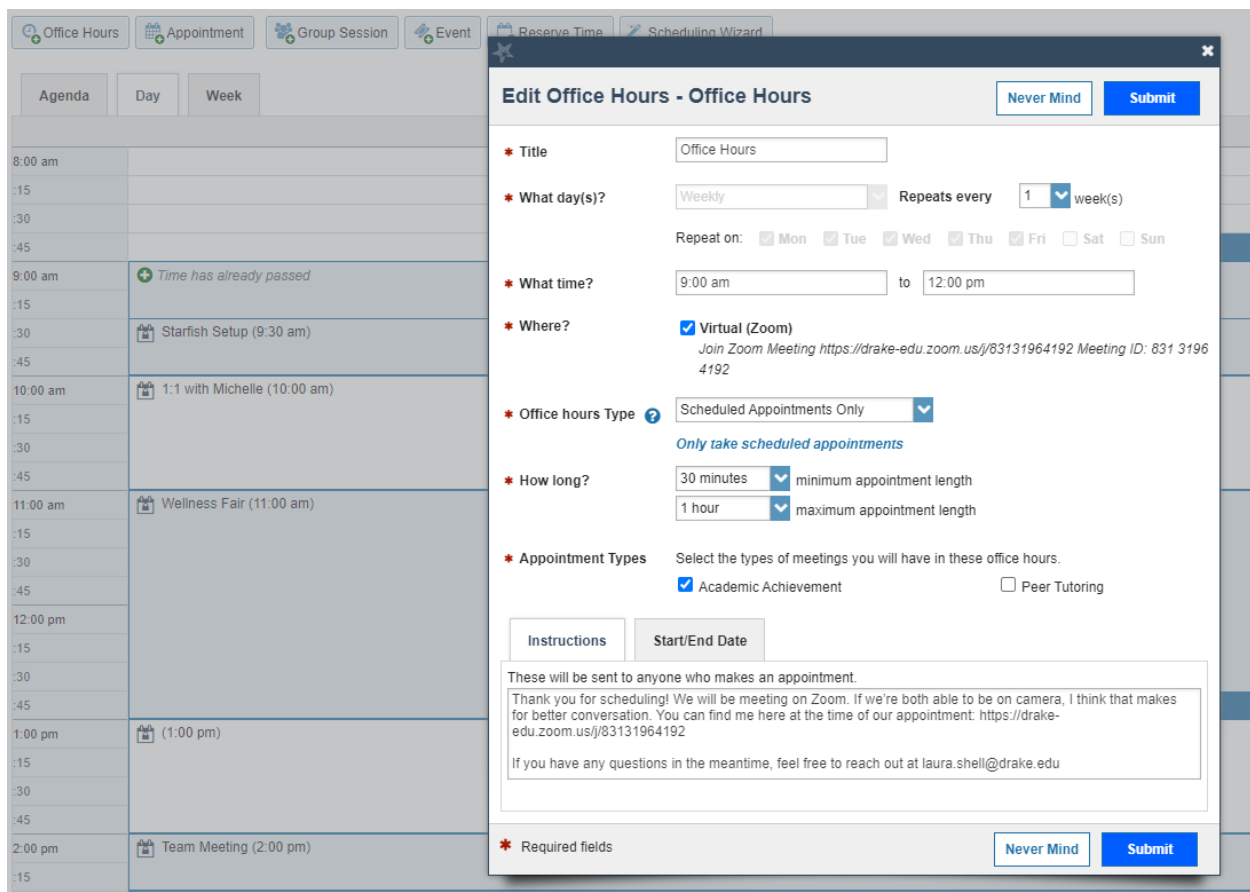For questions and/or assistance getting setup, contact Laura Shell (laura.shell@drake.edu)
or schedule directly at https://calendly.com/lshell.

10. Hover your mouse over the clock, which is located on the dark blue bar corresponding with your office hours
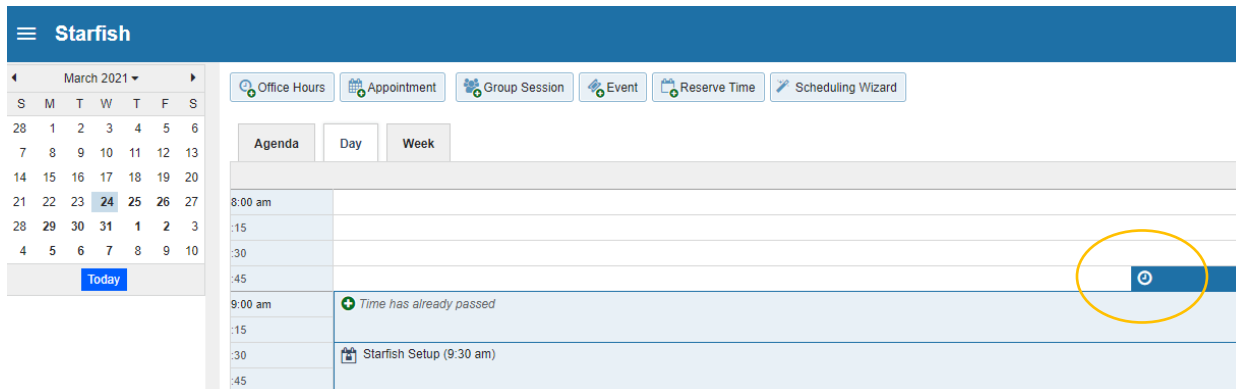
11. Edit your office hours to include instructions necessary for signing in. For example, you may indicate your preference of having conversations with cameras on. It is also helpful to include the Zoom link again, along with your contact information.

12. Click "Submit"
    a. Now, when a student schedules they will automatically receive your Zoom link and your Outlook calendar will automatically update with the appointment (after you accept the calendar invitation).

For questions and/or assistance getting setup, contact Laura Shell (laura.shell@drake.edu) or schedule directly at https://calendly.com/lshell.

Additional notes about scheduling

- If you want your office hour locations to vary by day, you can set up different blocks of office hours in Starfish.
    - For example, if you are available virtually and in-person on Tuesdays, you could create office hours for Tuesday with multiple locations. If you are only available virtually on Thursday during your office hours, you can create a new set of office hours that only offers the virtual option.