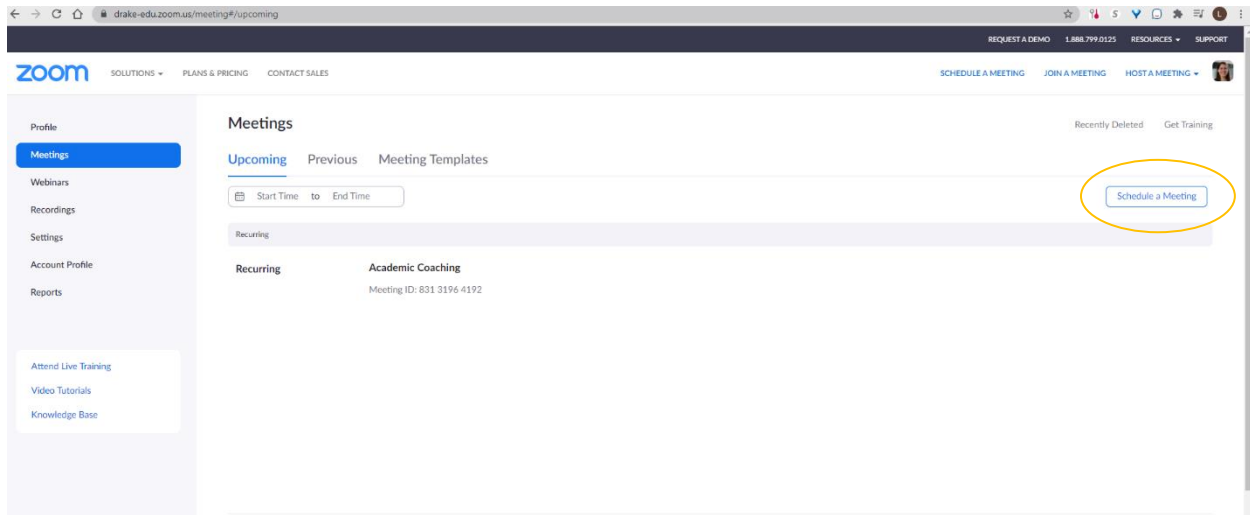
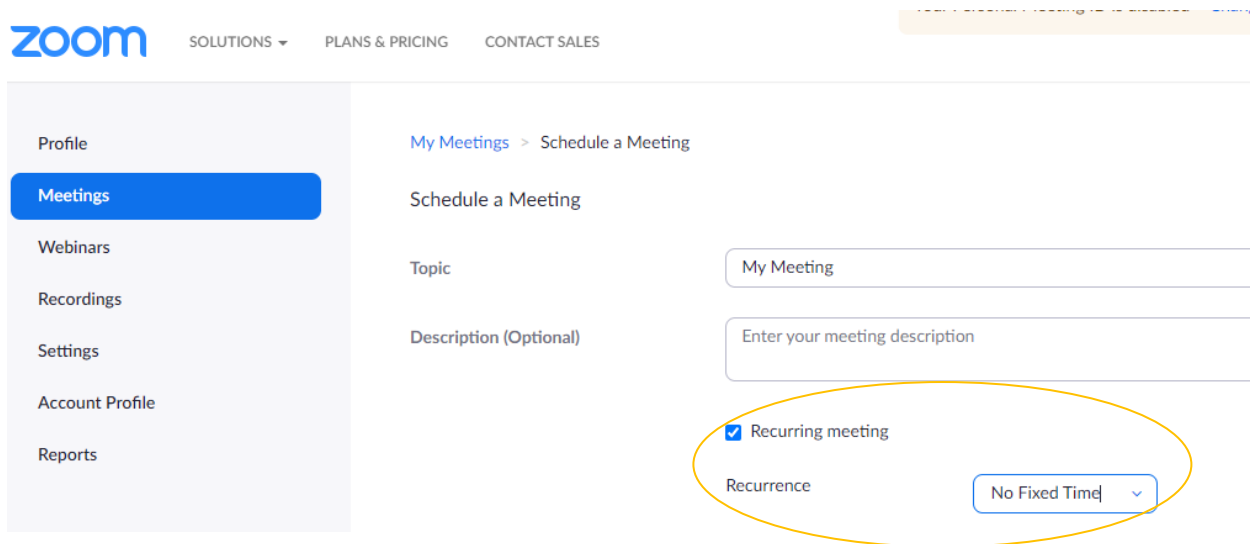


Using Zoom to Schedule Virtual Meetings in Starfish

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	<input checked="" type="checkbox"/> Waiting Room <input type="checkbox"/> Passcode <input type="checkbox"/> 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	<input type="checkbox"/> Allow participants to join anytime <input checked="" type="checkbox"/> Mute participants upon entry <input type="checkbox"/> 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

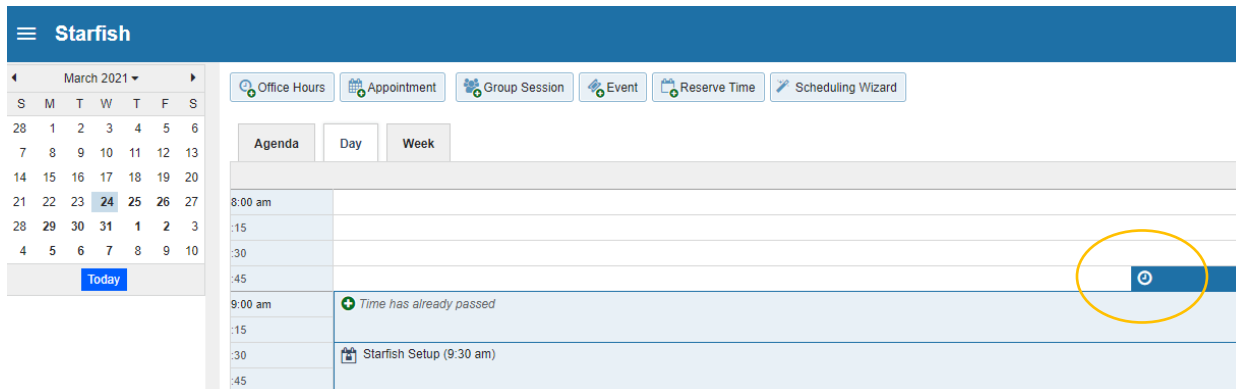
The screenshot shows the Starfish web interface. At the top is a blue header with the Starfish logo and a hamburger menu. Below the header are two tabs: 'EDIT PROFILE' and 'APPOINTMENT PREFERENCES'. The 'APPOINTMENT PREFERENCES' tab is active. Under this tab is a section titled 'My Locations' with the subtitle 'Customize your appointment locations.' Below the subtitle is a button labeled '+ Add Location', which is circled in yellow. Below the button is a table with two columns: 'Name' and 'Type'. The table contains one row with the text 'Virtual (Zoom)' under 'Name' and 'Online' under 'Type'. Below the table is a section labeled 'Instructions' with the text 'Join Zoom Meeting https://drake-edu.zoom.us/j/83131964192 Meeting ID: 831 3196 4192'.

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

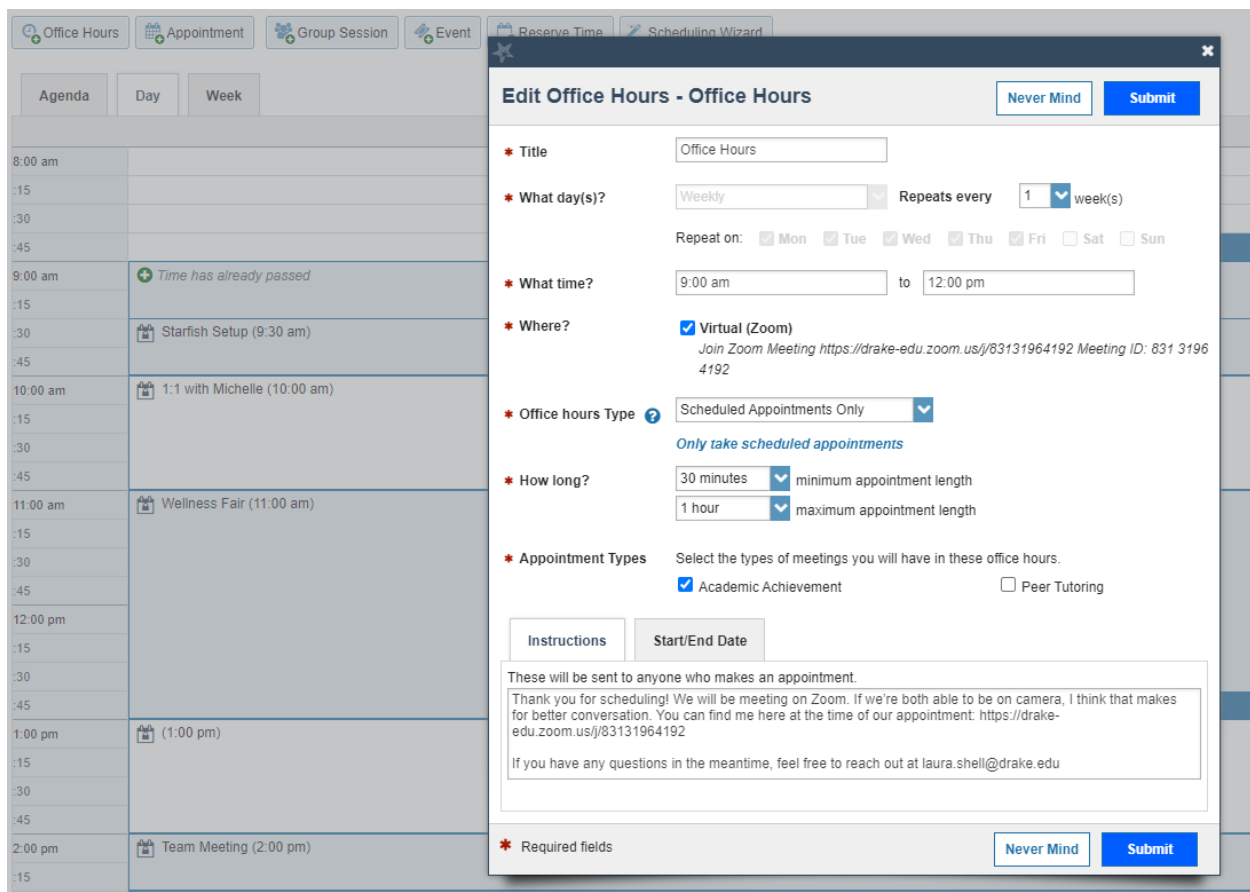
The screenshot shows the Starfish web interface on the home screen. At the top is a blue header with the Starfish logo and a hamburger menu. Below the header are several buttons: 'Office Hours', 'Appointment', 'Group Session', 'Event', 'Scheduling Wizard', and 'Reserve Time'. Below these buttons is a 'System Announcement' section. Below the announcement is a section titled 'Appointments'. In the top right corner of the 'Appointments' section is a 'Show' dropdown menu set to 'Next 7 days'. Below the dropdown are two appointment cards. The first card shows 'Today at 2:30 pm Discuss Study Strategies' and 'Location: Virtual (Zoom)'. The second card shows '03-29-2021 at 10:30 am Discuss Study Strategies' and 'Location: Virtual (Zoom)'. At the bottom right of the 'Appointments' section is a button labeled 'View Calendar', which is circled in yellow.

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.