Navigate360: Make an Appointment with an Advisor

(with a PAL Link)

1. Select a service, advisor, day and time.

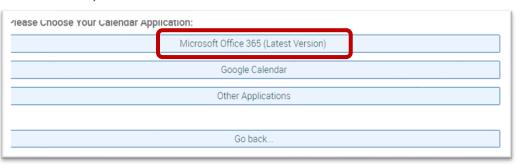
- Click the link provided by the Advisor.
- o If prompted, enter your ETSU username (your email address <u>without</u> the @etsu.edu) and the password you use for GoldLink
- o Click inside the Service box. Then click on a service from the pop-up scroll box.
- o Pick a preferred date from the pop-up calendar in the *Pick a Date* box.
- Click Find Available Time.
- O Click on a preferred day and time to meet with the Advisor.

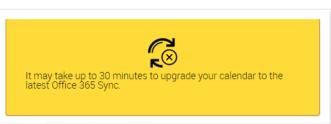
2. Review your appointment details and confirm

- A Review Appointment Details and Confirm page will appear. Review the details of the appointment.
- In the How Would You Like to Meet box, select a meeting type preference: In Person, Virtual, and Phone may be options depending on the Advisor's schedule.
- o In the *Would You Like to Share Anything Else* box, include additional comments for the Advisor. The more information provided, the better prepared the Advisor can be for the appointment.
- Check that the correct phone number is listed for a text message reminder in the *Phone Number* for Text Reminder Box.
- Click Schedule.
- Check ETSU Outlook email for an appointment confirmation.

3. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar

- Click the Calendar iii icon from the left navigation bar.
- Click the Settings and Sync button in the top right corner.
- Click Setup Sync.
- Click Microsoft Office 365 (Latest Version).
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.





Settings and Sync