Meeting Types

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What are Meeting Types?

- Meetings types are a way for advisors and staff to indicate how they are available to meet with students. They will also be a way for the student to indicate how they prefer to meet with advisors and staff.

- TAMU currently has set up these two options:
  - In-Person
  - Virtual (Zoom)
• YES! All advisors and staff using Navigate for appointments/drop-ins will need to set Meeting Types BEFORE August 3rd for all current availability.

• Students will be able to choose a Meeting Type starting August 3rd.

• If you do not include Meeting Types in your availability the default will be set to “In-Person.”
How do I add Meeting Types to Appointments?

• On your Staff Home, click the “My Availability” tab.

• Create new availability or edit existing availability.
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How do I add Meeting Types to Drop-ins?

- On your Staff Home, click the “My Availability” tab.
- Create new availability or edit existing availability.
• How do Meeting Types work with Campaigns?
  • Staff can associate Meeting Types with Campaign availability on the staff’s My Availability tab. When students use a Campaign link to enter Student Scheduling, they have the ability to choose Meeting Types for that Campaign appointment.

• How do Meeting Types work with PALs?
  • Within the Staff’s availability they can associate Meeting Types with appointment availability. When a student enters the student scheduling workflow through the Personal Availability Link they will have the ability to choose Meeting Types for that appointment.
FAQs

• How do Meeting Types look in Synced Calendar Events?
  • Meeting Types are not available in Calendar Sync functionality. We do plan to include Meeting Types into the Calendar Sync functionality for Exchange.

• Will Meeting Types show in reminder emails?
  • Yes!
How do students choose a type?
How do students choose a type?

**What type of appointment would you like to schedule?**
- Advising

**Date**
- 07/07/2021

**Location**
- Academic Advising Center

**Staff**
- Tamela Benedict

**Service**
- Changing a Major

**Time**
- 1:45 PM - 2:15 PM

**How would you like to meet?**
- Search by name

You are seeing the meeting types available for this time slot.

**Would you like to share anything else?**
- Add your comments here

- [ ] Email Reminder
  - Reminder will be sent to dannsborn@woodley.edu

- [ ] Text Message Reminder

- Schedule
QUESTIONS?
Email us: navigate@tamu.edu