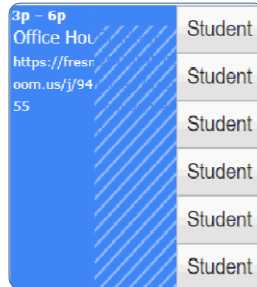


Guide to Scheduling Your Student Appointment with Cheryl McDonald

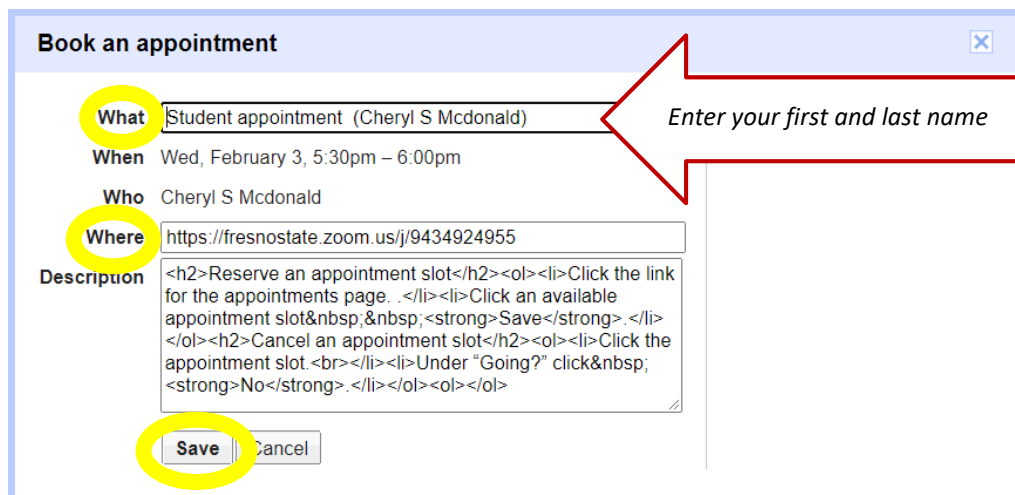
****Please read all the way through this document before scheduling****

1. The available days for appointments are on **Wednesdays 3:00-6:00** or **Thursdays 9:30-10:30 am**.
2. Click on this [link](#) to go to the appointment calendar.
3. After you click the link, the appointment calendar will open. The available appointments times are indicated by the **Student** buttons. See sample below.



If there are no "Student" buttons showing, or you see a person's name listed in the time slot, then that time has already been taken. Then go to the next available appointment.

4. After you click on the **Student** button, a message window opens that looks like this.

A screenshot of a 'Book an appointment' dialog box. The title bar says 'Book an appointment'. The 'What' field contains 'Student appointment (Cheryl S McDonald)'. The 'When' field shows 'Wed, February 3, 5:30pm - 6:00pm'. The 'Who' field shows 'Cheryl S McDonald'. The 'Where' field contains the Zoom link 'https://fresnostate.zoom.us/j/9434924955'. The 'Description' field contains HTML code for appointment instructions. At the bottom are 'Save' and 'Cancel' buttons. A red arrow points to the 'What' field with the text 'Enter your first and last name'.

5. In the **What** window, enter **your first and last name**.
6. Click **Save** to confirm your appointment.
7. The **Where** bar shows the Zoom link for the meeting. This should automatically populate into your Fresno State calendar. Or you may copy/paste the link into your calendar.
8. A few minutes before the appointment is to begin, click the Zoom link provided for the meeting.
 - a. After you log onto the meeting, you will be placed in the waiting room. Please wait patiently as there may be another appointment in progress when you log on.

Note: If you need to cancel your appointment at any time, go to your calendar, open the calendar event, and click **No**.