

## My Availability & Calendar Sync *Managing*

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*Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact [jrskipper@alaska.edu](mailto:jrskipper@alaska.edu).*

# My Availability & Calendar Sync

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## *Calendar Sync & Editing Appointments*

### **What is Calendar Sync?**

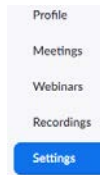
Syncing your calendar to the Navigate

# My Availability & Calendar Sync

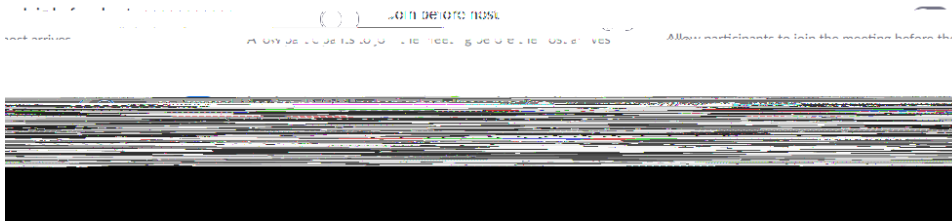
## Video Conferencing Set-Up

### Zoom Settings to Manage Student Appointments

1. Log into Zoom- <https://alaska.zoom.us/>, Sign In (UA credentials)
2. Click on Settings (left-side panel).



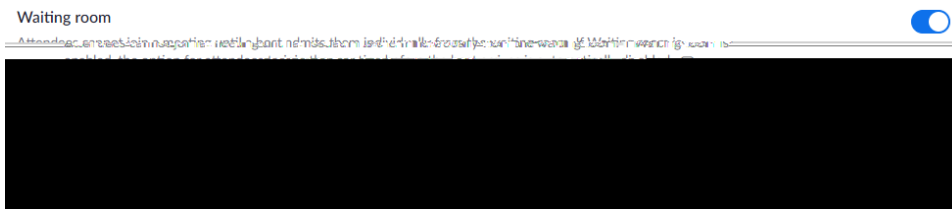
3. Turn off- Join before host. Turn on- Personal Meeting ID settings.



4. Recommend turning on, "Play sound when participants join/leave."



5. Turn on the Waiting room settings (about middle page) and check all participants. You can customize the message students see while in the waiting room. **This setting will prevent students entering other students' meetings.**



### Zoom Settings, continued

6. Click on Meetings (left-side panel) and then Personal Meeting Room
7. Edit this meeting (bottom right) to enable waiting room. Waiting room will allow you to choose when a new participant can join. **This setting will prevent students entering other students' meetings.**
8. Click Save.
9. Settings will look like this:
10. Recommend turning off required meeting password settings in settings and in the personal meeting settings as this may cause more barriers.
11. You can access your personal meeting link on the Personal Meeting Room page

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