

Steps for Accessing Your Appointment

Using Zoom

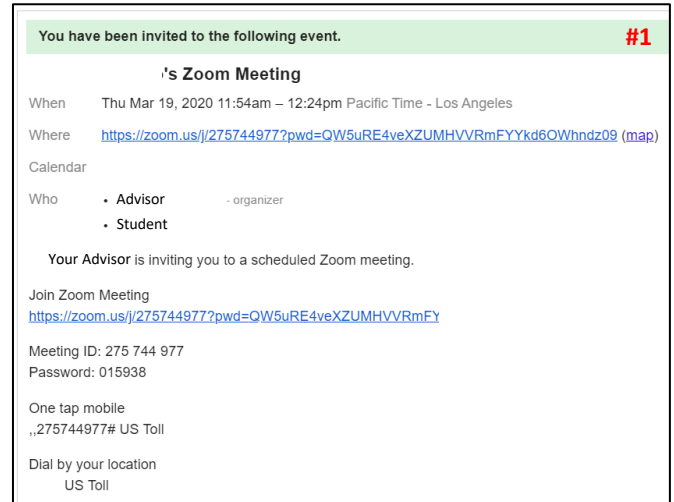
Step 1:

Schedule your appointment through the available methods for your respective advising center.

Step 2:

Your advisor will “schedule” a meeting through Zoom prior to the date of your appointment. You will receive an invitation through your Fresno State Gmail account.

(See Figure 1)



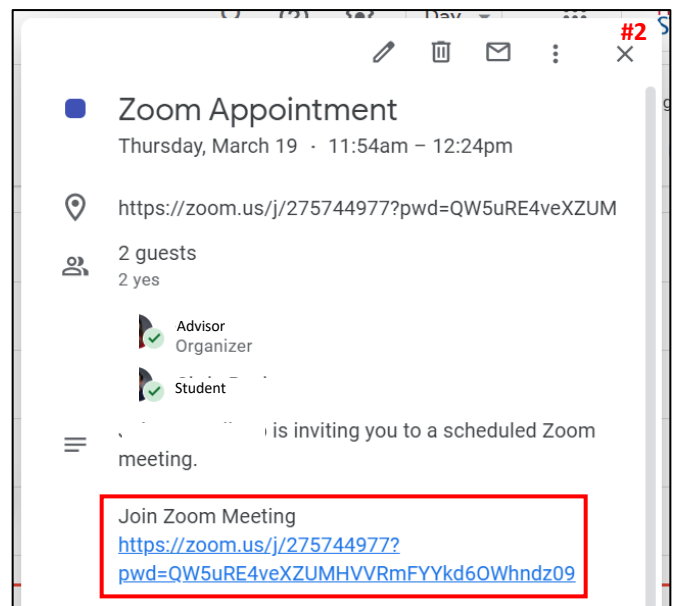
Step 3:

Once you accept the invitation, the link to the Zoom meeting will be active on both your Google Calendar and on the original email invitation.

Step 4:

At the time of your appointment, you will need to select the link to “Join Zoom Meeting” on either the invitation email or Google Calendar invitation.

(See Figure 2)



Step 5:

You will be prompted to open Zoom through your browser or by downloading the application. Make sure to check your microphone and audio settings prior to your appointment.