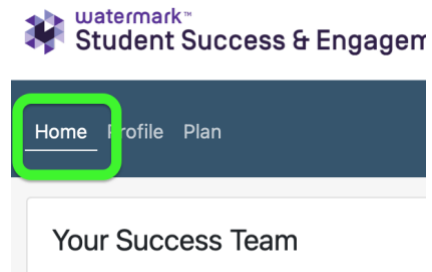


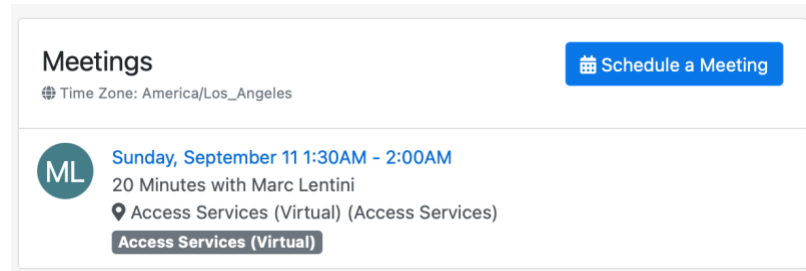
# Schedule a meeting with a department

You can schedule meetings with different services on campus, including Access Services, Advising, Women’s Programs and many more. To set up a meeting:

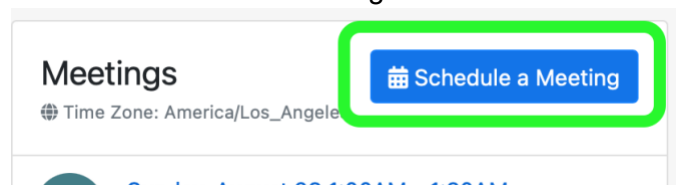
1. Sign in to Aviso. If you are already in Aviso, make sure you are on the Home page.



2. Find the Meetings module on your home page. It’s normally on the left side of the screen, below the information about your Success Team.

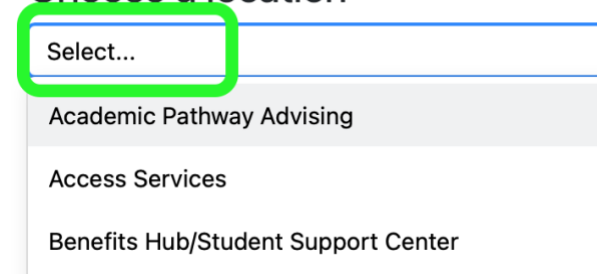


3. Click “Schedule a Meeting” .



4. Choose the service you’d like. Aviso calls these “locations”. There are over 20 different services you can connect with in Aviso.

## Choose a location

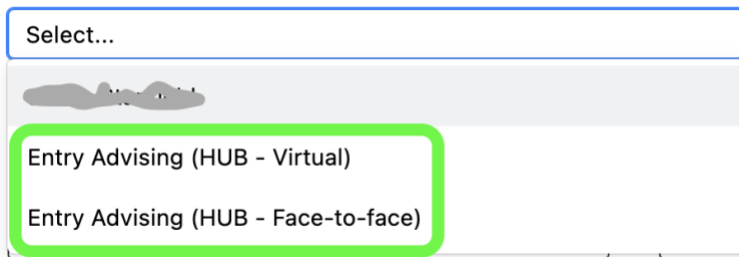


5. Next choose the service, and whether you'd like to meet via Zoom or face-to-face in a campus office.

- Note: you will also see a list of names. **We recommend choosing the name of the department, because you'll get the first available appointment.**
- Face-to-face means you'll meet with someone in an office on our campus or at the HUB Federal Way Center.
- Virtual means you'll meet with someone online via Zoom.

Select the option for the way you would prefer to meet.

### Know who you want to meet with?



Select...

Entry Advising (HUB - Virtual)

Entry Advising (HUB - Face-to-face)

6. Now, select what you would like to discuss. Usually, there will only be one option, but you do need to click the button to move to the next step.

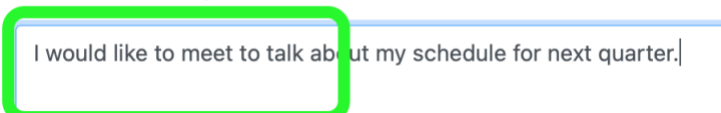
### What would you like to discuss?



✓ Academic Pathway Advising

7. Add a brief note about what you'd like to meet about.

### What is on your mind?



I would like to meet to talk about my schedule for next quarter.

8. Click on the Next button in the lower right corner of the screen.



Next >

9. Click the button for the length of the meeting. Most departments and services can meet for 20 minutes. Some will contact you to ask for a longer meeting.

How would you like to meet?

< Previous

10. Click on the "Pick a Time" button in the lower right corner.

11. Click on the arrows to find a date with available times.

< Tuesday August 23rd >

12. Once you find a date with available times, click on the time to select one.

< Monday August 29th >

1:00 AM - 1:30 AM

1:30 AM - 2:00 AM

13. Click the Next button again.

14. The next screen will show you a summary of the meeting information.

**20 Minutes**

You will receive an email with the meeting location or Zoom link.

Monday at 1:00 AM for 30 minutes

Topic

Academic Pathway Advising

Comments

I would like to talk about my schedule for next quarter

15. Click Save to finish scheduling the meeting.



Once you click Save, a few things happen:

- You'll receive a calendar item on your Highline Google Calendar.
- The Meetings module on your Succeed home page will show the meeting information.

The person you are meeting with will contact you with the room location if you're meeting face-to-face, or the Zoom link if the meeting is Virtual.