

Appointments: Offering Multiple Location Options

Offering appointments in more than one location? Let students know where you are, or let them choose where/how they want to meet with you!

1. On your [Profile](#), make sure you have all your **Locations** set.
2. When you add an [Office Hour block](#), **select any/all location(s)** where you will meet with students during those hours.
 - a. For example, if you are meeting students in your office only, just select that location; but if you would also meet with them via Zoom if they prefer, select both your office and Zoom.

*** Where?** Note: You may select more than one location to give students a choice.

Zoom
https://nyu.zoom.us,

7 East 12th Street, 5th floor

3. Here is what it looks like to the student when they make an appointment with you...

Remote appointment offering:

○ 2:00 pm - 3:00 pm

ISSC Tutor

Zoom

In person appointment offering:

○ 2:00 pm - 3:00 pm

ISSC Tutor

7 East 12th Street, 5th floor

Student can select where/how they want to meet; then they will be required to select their location preference:

○ 2:00 pm - 3:00 pm

ISSC Tutor

Multiple appointment locations

Location ·

Zoom

Zoom

7 East 12th Street, 5th floor