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.

<table>
<thead>
<tr>
<th>Where?</th>
<th>Note: You may select more than one location to give students a choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Zoom</td>
<td></td>
</tr>
<tr>
<td><a href="https://nyu.zoom.us">https://nyu.zoom.us</a>,</td>
<td></td>
</tr>
<tr>
<td>✓ 7 East 12th Street, 5th floor</td>
<td></td>
</tr>
</tbody>
</table>

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

   **Remote** appointment offering:

   ![Remote appointment offering image]

   **In person** appointment offering:

   ![In person appointment offering image]

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

   ![Location selection image]