

My Availability & Calendar Sync

Managing

Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact jrskipper@alaska.edu.

My Availability & Calendar Sync

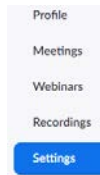
Calendar Sync & Editing Appointments

Syncing your calendar to the Navigate

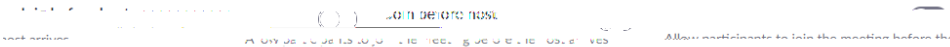
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Video Conferencing Set-Up

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.



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.
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

