

Navigate: Make an Appointment with an Advisor

(with a PAL Link)


1. Select a service, advisor, day and time.

- Click the link provided by the Advisor.
- If prompted, enter your ETSU username (your email address without the @etsu.edu) and the password you use for GoldLink
- Click inside the *Service* box. Then click on a service from the pop-up scroll box.
- Pick a preferred date from the pop-up calendar in the *Pick a Date* box.
- Click *Find Available Time*.
- Click on a preferred day and time to meet with the Advisor.

2. Review your appointment details and confirm

- A *Review Appointment Details and Confirm* page will appear. Review the details of the appointment.
- In the *How Would You Like to Meet* box, select a meeting type preference: In *Person*, *Virtual*, and *Phone* may be options depending on the Advisor's schedule.
- In the *Would You Like to Share Anything Else* box, include additional comments for the Advisor. The more information provided, the better prepared the Advisor can be for the appointment.
- Check that the correct phone number is listed for a text message reminder in the *Phone Number for Text Reminder Box*.
- Click *Schedule*.
- Check ETSU Outlook email for an appointment confirmation.

3. Ensure advising appointments are in your ETSU Outlook calendar by syncing your calendar

- Click the *Calendar*  icon from the left navigation bar.
- Click the *Settings and Sync* button in the top right corner.
- Click *Setup Sync*.
- Click *Microsoft Office 365 (Latest Version)*.
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.

