

**Directions: Please read PART 1 & PART II of the instructions before using this tool:  
(must be on campus or have access to VPN to access your advisee list):**

**Part 1: Setting Up Your Appointment Availability on the Advising Scheduler calendar:**

1. <https://w3.winona.edu/AdvisingSchedule/Advisor> Use this link: Copy and paste link into your browser using a computer you are logged into as you.
2. Click  on your calendar and fill-in all appointment details. In the "Description" text box, please write-in special instructions to help your advisee prepare for your upcoming advising session, for example: please prepare a list of courses you might want to take, etc.

Note: Appointment interval default time is 30 minutes, but you can adjust your appointment time interval in the text box.

3. Click on your Advising Scheduler to insert appointment OR click-and-drag to place multiple appointments. (If you need to create many advising appointments, please save NO more than 100 appointments **at one time** to not overload the system at once).
4. Hit "Save" button to save your appointments on your calendar.
5. To avoid being double booked, if you use an electronic or paper calendar to manage your daily schedule, be sure to block off the times and be present for all the times you listed as available in your Advising Scheduler.

**Part 2: Your Advisee List & How to Notify Your Advisees about your Appointment Times**

1. Click orange "Advisors" tab. (If the orange "Advisors" tab is not visible please copy and paste this link <https://w3.winona.edu/AdvisingSchedule/Advisor> into a web browser from a computer you are logged into as you to see your personal link to your own Appointment Scheduler calendar).
2. You should be able to easily pull your advisee list by either clicking on the "Email" or "Copy" icon in your appointment scheduler.

To see your Advisee List in greater detail (including access codes), please follow the steps below.

1. In light blue bar click “view your advising list” which will pull up your personal Advisee List.
2. Insert your campus email login credentials (if asked).

3. Click small icon  appearing as a small computer disk and select “Excel” and hit “OK” to open (must be on campus or logged in through VPN network if off campus).

4. Place your cursor “on the Alphabetical Letter above the 1<sup>st</sup> email address on your advisee list.” In this example to the right, 

E	F
First Name	Email

 I would click on the letter “F”. Then, **Right** click and select “copy” email addresses. OR, another way, **left click and hold** on your mouse - beginning with your first advisee’s email address until reaching your last advisee’s email address - scrolling all the way down the page until you see no more emails, but blank white space. Either technique works.

5. In the bcc (blind copy) box of your email message, insert your copied emails into the “bcc” box. On your keyboard, hold the “Control & V keys” simultaneously to paste your emails into bcc box. Note: Double check to ensure you have successfully copied and pasted all advisees on your list into the bcc box.

6. **NOTE: IF YOU ARE NOT USING THE APPOINTMENT SCHEDULER & WILL NOT BE SETTING UP THE ADVISING SCHEDULER IN PART 1, PLEASE STOP HERE! THE INSTRUCTIONS BELOW ARE ONLY FOR THOSE WHO HAVE SET UP THEIR ADVISING SCHEDULER IN PART 1 ABOVE.**

7. **After completing Part 1 above**, send a welcoming email to your students (advisees) that contains **YOUR PERSONALIZED, UNIQUE ADVISING SCHEDULER CALENDAR LINK** located in the light blue bar (enables your advisees to see your Advising Schedule calendar and your appointments). Note: If the link with your Warrior ID is not visible, click the “Advisors” tab to see your personal link in the light blue bar.

**NOTE: Your personalized link to your Advising Scheduler calendar must contain your “Warrior ID” number at the end of the link. Before sending an email to your advisees, double check and ensure your Warrior ID number appears at the tail end of your link.**

Dear Student, (Example Advisee Email)

I hope you are having a great day. In preparation for selecting courses for next semester, please select an advising appointment time from my calendar using the link below. As always, I look forward to seeing you. Please select one of the blue available appointment times in my calendar. If blue appointment times do not appear, please click the forward arrow icon  in my calendar to see my future appointments.

<https://w3.winona.edu/AdvisingSchedule/Home/Schedule/608539301250> (This link is an example only (do not copy this link), your Warrior ID# would appear here at the end of this link – Copy & Paste Your Advising Scheduler calendar link and place into the body of your email that you send to your advisees)

8. Once student signs up for an available appointment, the system will send an email to you and will populate in your Outlook calendar.

**Note: Students can make appointments “right up to the start time of any posted availability” you have in your Advising Scheduler.** Please be present for all posted appointment times you created in your Advising Scheduler. Again, if you use an electronic or paper calendar to manage your daily schedule, **be sure to block off the times and be present for all the times you listed as being available in your Advising Scheduler.**

9. If you have technology challenges, please contact Tech Support at 507-457-5240 (choose Option #1) or Wayne Wicka at 507-457-5862.