Your Advising Appointment Scheduler is an online event calendar that enables you to announce available advising times to your advisees, and allows your advisees to schedule appointments with you.

This calendar lives in your “My Site” on the MyWSU portal. Once your available appointment times are setup, your advisees will be able to visit the public view of your “My Site” to schedule appointment times with you.

When an advisee schedules an appointment, a meeting request is automatically generated and sent to both of you. This way, you can keep your Outlook calendar up-to-date with your appointments that have been scheduled on the web just by accepting the meeting request.
Setting up your Calendar:
1. Open your web browser and log in to the MyWSU portal: https://mywsu.winona.edu/.

2. Create your Advising Appointment Scheduler by clicking on the “My Site” button near the top right corner of the MyWSU portal homepage.

3. Then, click on the “Create” button from the “Site Actions” menu in your My Site.

4. From the Create page, click on “Sites & Workspaces” from the far right column. You should now see the New SharePoint Site form.

5. Enter Advising Schedule in the Title field and a brief description (optional) in the Description field. Enter advising in the Web Site Address text box.

   For the Template Selection, choose the “Custom” tab and then select “Advising Schedule”

   The rest of the choices should be left at their default values.

   Scroll to the bottom of the form and click “Create”.
Creating a new appointment:
1. Open your Advising Appointment Scheduler site from your MySite.
2. From the “Advisor Menu”, click the “Add Times” button.
3. Fill out the form.
   Enter your building name and office number for the Location. Choose a Start and End date and time. Description can be left blank. When you are done filling out the form, click the “OK” button from the toolbar.
4. Your new item will now appear on your Advising Appointment Scheduler and will be available to your advisees.

Creating a series of appointments:
It may be necessary to create a series of appointments. For example you would like to create an appointment every starting every 15 minutes on Monday from 8am to 3pm.
1. Open your Advising Appointment site. Then, click on the “Add Series” link from the Advisor Menu.
2. The Start Time and End Time are when you want your series to begin and end. *Be sure to set both the Date and Time fields correctly or the series creation will fail. Choose an Interval for your appointments. The series creator will schedule as many appointments as it can to fill up the time defined by the Start and End Time. It will never create an appointment that goes beyond your End Time.
3. When you are finished, click “OK”.

**Viewing scheduled appointments:**
1. Once an advisee has scheduled an appointment with you, the appointment no longer appears on your schedule homepage. That way, only available appointments are displayed to your advisees.
2. To view these appointments, open your Advising Appointment Site and click on the “Advisor Menu” link. Then, click on “Scheduled” from the view menu.

**Accepting appointment requests:**
1. When a student schedules an appointment with you, a meeting request will be sent to your Outlook Inbox.
2. When a meeting request arrives in your Inbox, open it and click the Accept (✓ Accept ) button. This appointment will now appear in your Outlook Calendar and a confirmation notice will be sent to the advisee who scheduled the appointment.