

**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).
2. In light blue bar click “view your advising list” which will pull up your personal Advisee List
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 name of the email address of the first advisee on your list. **Right** click on the **alphabet letter** directly above your advisee email list and select “copy” OR click and **left** hold to your last your advisee going 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.
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 is at the tail end of your link.**

Dear Student,

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.

<https://w3.winona.edu/AdvisingSchedule/Home/Schedule/608539301250> (Example only, 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)

8. Once student signs up for an available appointment, the system will send an email to you and will populate on 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 times.

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