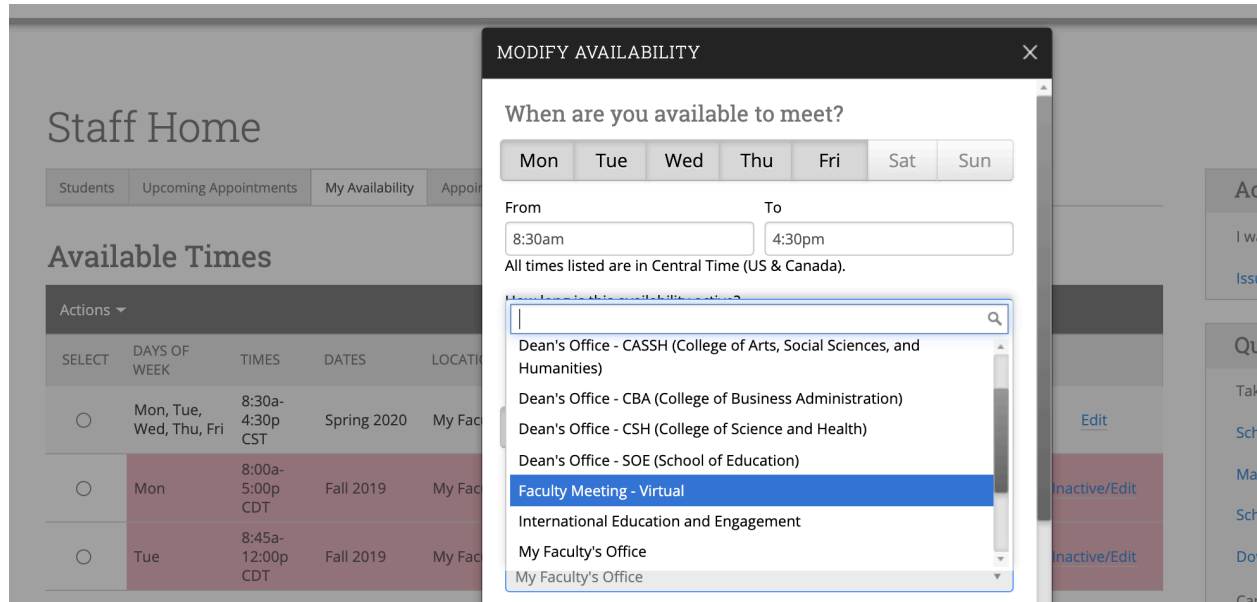


Special tips for setting up advising remotely

During the COVID-19 situation, EAB Navigate has added some additional functions that will hopefully better facilitate online advising. The first is a new meeting location, “Faculty Advising – Virtual”, which can be selected when setting up availability (refer to previous document for steps to set up availability).



Additionally, you can now include a link to “URL / Phone Number” in that same screen. If you are using zoom, you could include your zoom URL. If you are using Teams, you might just put the generic link for Teams. And if you have your phone setup remotely with Jabber, you could list your office phone number (if you haven’t looked in to this yet, your office phone can ring through your computer wherever you are, with Jabber). Below that box is a place for “Special Instructions for Students” and this is a great place to explain how you plan to ‘meet’ with them. They will see the instructions when they schedule an appointment.

