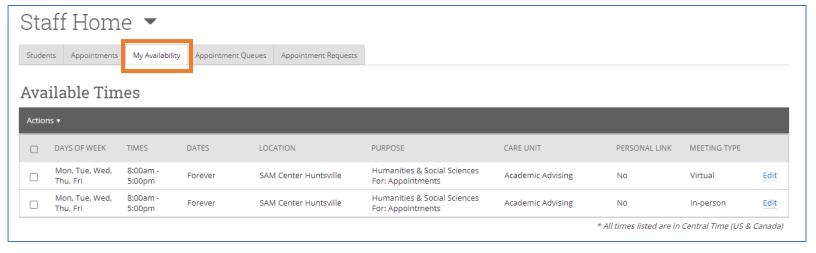# Meeting Types

When scheduling appointments in the student scheduler workflow, students will now have the ability to choose their meeting type or modality. Meeting types are global configurations and must be shared by all service providers in the platform (ex. Care Unit-specific meeting types are not configurable).

Meeting Types are now required to be selected in student and staff scheduling workflows, as well as in the Appointment Center when creating an appointment. Meeting Types are not required when submitting an Appointment Summary for an existing appointment or ad-hoc summary report.

Adding a Meeting Type to Staff Availability:

You must add a Meeting Type to your availability in order to appear in the student scheduler workflow. If you do not select a Meeting Type for your availability, you will not be visible for students to schedule appointments with you.

Go to **Staff Home → My Availability** tab

Staff Home ▼

| Students | Appointments | My Availability | Appointment Queues | Appointment Requests |

Available Times

Actions ▼

	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
☐	Mon, Tue, Wed, Thu, Fri	8:00am - 5:00pm	Forever	SAM Center Huntsville	Humanities & Social Sciences For: Appointments	Academic Advising	No	Virtual	Edit
☐	Mon, Tue, Wed, Thu, Fri	8:00am - 5:00pm	Forever	SAM Center Huntsville	Humanities & Social Sciences For: Appointments	Academic Advising	No	In-person	Edit

All times listed are in Central Time (US & Canada)

You can add Meeting Type to your existing availability or create new availabilities using different meeting types or modalities.
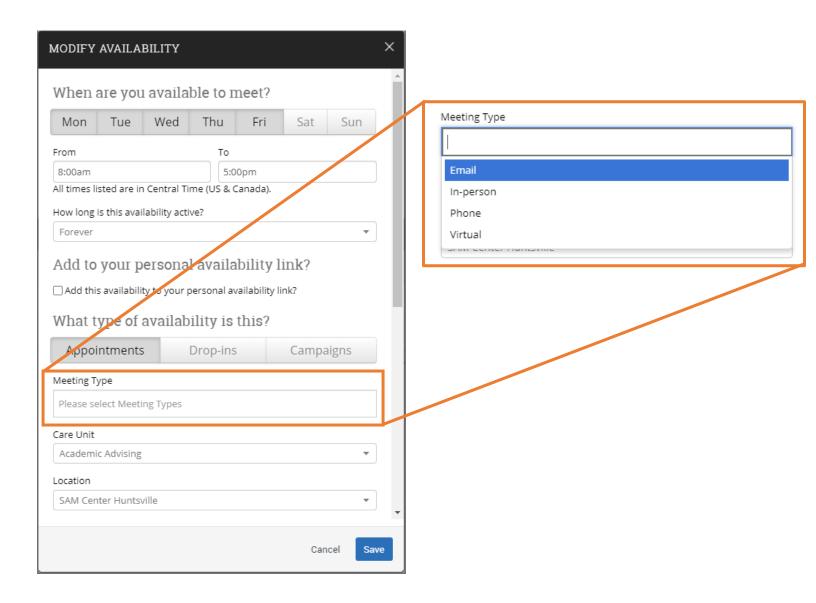
EMAIL used to denote email interaction appointments.

IN-PERSON used to denote in-person or "face-to-face" appointments.

PHONE used for phone or voice interaction appointments – no video.

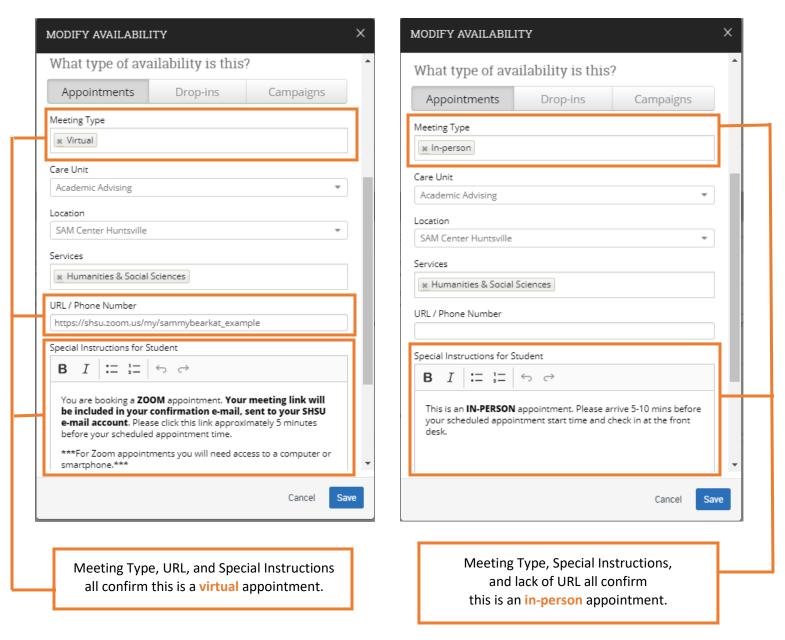**VIRTUAL** used for virtual appointments with audio and video (ex. Zoom, Microsoft Teams, etc).

Choosing a Meeting Type/Modality:

Meeting Types and Special Instructions:

You can select multiple Meeting Types with one availability, but students will receive special instructions for that availability regardless of modality.

It is recommended to have separate in-person and virtual availabilities to avoid confusion and confirm the student's chosen modality.

Meeting Type, URL, and Special Instructions all confirm this is a **virtual** appointment.

Meeting Type, Special Instructions, and lack of URL all confirm this is an **in-person** appointment.

If you have any questions or need any assistance, please contact campusconnect@shsu.edu .

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