

Advising and Counseling with Zoom

ZOOM VIDEO CHAT WITH AN ADVISOR OR COUNSELOR

Zoom is an easy-to-use video conferencing app similar to FaceTime or Google Hangout

- Easy to connect with advisor or counselor online
- Share screen capabilities-advisor/counselor and you as a student can share the screens and documents

It's available free to you as a Normandale student through:

- Web browser: <https://minnstate.zoom.us/>
- Downloading the Zoom app if using a smart phone or tablet:



HOW TO SCHEDULE AN APPOINTMENT

1. Go to the Advising and Counseling website:
www.normandale.edu/advising-and-services/advising-and-counseling
2. If you know the person you would like to see, click "Make an appointment" in their profile.
3. If you would like to make an appointment with the first available person for advising or counseling, click on the red "Book Online Now" button:
4. You will be able to select the appointment type or location (ie, Phone or Zoom) when you book.
5. Check your **Normandale email** at www.normandale.edu/studentemail. You will receive a confirmation email with your scheduled appointment time.

**BOOK ONLINE
NOW**

HOW TO DOWNLOAD THE APP

First, go into your App Store and download the Zoom app. It's free!

Once you have the app installed, click on "Sign In."



Then, select "SSO" (for Single Sign On).



Type "minnstate" in the company domain name.



Advising and Counseling with Zoom

Then, type your Star ID & Password, and click “Sign on.”



Sign onto Zoom

StarID

Password

Sign on

HOW TO JOIN YOUR APPOINTMENT

To join a meeting, click on the link provided by the advisor or counselor. A reminder will be sent with the link the day before your appointment, and 10 minutes prior to your appointment.

If you’re using a smart phone or tablet, when you click the meeting link it will launch your downloaded Zoom app. You will then need to “Join with Internet Video,” and a pop-up will come up asking you to join with audio.

If you are using a computer, you may need to download and launch the program.

- Then, click **Join Meeting** and click “**Join with Computer Audio**”
- You’ll enter a waiting room – your advisor or counselor will let you into your appointment.
- There is a tool bar at the bottom on your screen – if you have issues with sound or video, check your “Mute” or “Stop Video” settings on the left.
- The “Share Screen” feature will allow the advisor to see your e-Services or Degree Audit – this is an extremely helpful tool during an academic advising appointment.
- There is also a “Chat” function if you want to type a message or send a link.



LET’S HAVE A GREAT APPOINTMENT

- Make sure you have your technology working before the meeting is scheduled to begin.
- Dress appropriately like you would for a regular appointment.
- Find a quiet place with good internet connection.
- If you need help, Normandale ITS can be reached at 952-358-8181.

We look forward to connecting with you!