A very quick guide to using Nexus for appointment scheduling

https://nexus.uconn.edu/
Use Staff/Faculty Login – log in using your NetID and password
Click on the Appointments link.
This page shows you an overview of your available/scheduled appointments. Click on the Settings link.
Either go through these links and adjust settings as you’d like...

- **Office Locations**: Indicate your office location plus share a link for a video conferencing system, like WebEx, if you’d like.
- **Appointment Topics**: Require students to tell you why they want to meet with you – or have them select from a list of topics you define.
- **Preferences and Behaviors**: A whole bunch of options about scheduling and notifications.
- **Q&A for Students**: Set up questions for students to answer when they make an appointment with you.
- **Advisor, Campus, and School Verifications**: Set restrictions on who can book with you.
- **Block Students**: Restrict specific students from booking with you.
- **Sync Calendar**: Sync your appointments with Outlook, Google, or other calendars and set preferences for frequency of updates, etc.

**Export My Appointments to Excel**

**Getting Started Videos**

**Clear Dormant Appointments**

**Today's Simple Check-In List**

**Change Office Locations**

**Swap Around Topics**

**Switch Credit Restrictions**

**Toggle Appointment Tool On/Off**

**Your direct appointment link**

You can send students the link below if you want them to link straight to your appointment calendar without having to search for you by department of name. This link is NOT the one you use if you are trying to sync your appointments to your Outlook or other calendars.

[https://nexus.uconn.edu/secure_per/schedule1.php?sts=2884](https://nexus.uconn.edu/secure_per/schedule1.php?sts=2884)
... or, if you’d like more guidance, go to Getting Started Videos.

You’ll be automatically listed within the department “network”, so that students looking for Comm faculty and GAs will know where to look, and/or you can paste your direct appointment link into your email signature. Katie and Joel will each be listed in the department network, as well. We may be providing further guidance in August on recommended settings to make it easier for student to know with whom to make an appointment, as we did with AdvApp.