


Scheduling Your Summit Advising Appointment - Instructions

How to Schedule a Summit Advising Appointment

Step 1: Go to Bridgewater State University – AAC Bookings page via

<https://outlook.office365.com/owa/calendar/AAC1@studentbridgew.onmicrosoft.com/bookings/>

Step 2: Select your service by scrolling through the list of service options and then clicking on **Summit Program Students-ONLY**. You can click on the  icon to display additional details.

Step 3: After selecting your service, scroll down and you will see **Select Staff** on the right. Under Select Staff, choose your Summit Advisors name from the drop down menu to see their day/time availability. **DO NOT** select anyone or an advisor that is not your assigned Summit Advisor. It's important that you meet with your assigned Summit Advisor.

Step 4: After selecting your Summit Advisor, look to the left and a calendar will be displayed (*note: if the calendar is grayed out, you did not select/highlight a service*) click on the date you wish to make an appointment (i.e. July 1), then available times will display to the right of the calendar, pick the 60 minute time slot that works best for you. (*Note: if a date is grayed out, there are no appointments available, please select another date.*)

Step 5: Scroll down and add your information/details. When you are scheduling your advising appointment, ***please be prepared to provide your full name, BSU email (note you will need to confirm your BSU email twice), Banner ID, a phone number, your major and whether you prefer a video appointment via Microsoft Teams (which will allow the advisor and student to 'see each other' as well as share screens as necessary) or a phone appointment. Providing these details are all required to schedule an appointment. If you leave a field blank, you will not be able to book an appointment.***

Step 6: Submit appointment by clicking on the red “Book” button at the bottom of the page.

Step 7: After you schedule your appointment, you will receive a confirmation email. Attached to the email will be an Outlook appointment – if you wish to have the appointment display on your Outlook calendar, you will need to accept. You will get a reminder email 1 day and 1 hour prior to your appointment.

Be sure to take note of your appointment date and time, because if you miss it you will need to reschedule which may take additional time.

If you opted for a Teams video call, your advisor will video call you at the time of the appointment, please be prepared by [downloading Teams](#) (click link or see next page) in advance of your meeting and logging in 5 minutes early.

If you opted for a phone appointment, be advised that when an advisor calls you, the number may display as “no caller id.”

How to Download Microsoft Teams to your Laptop/Desktop

1. Go to the mybsu portal (mybsu.bridgew.edu) and click e-mail.
2. In the top left corner of your Outlook, click the left square.
3. There will be a list of apps. Select "Teams" from the list.
4. Once Teams is open, click the "download desktop app" button.
5. Once you click the button, an installation program will run.
6. Go through the setup process.
7. When prompted, enter your BSU email address and password to log on. This should open Microsoft Teams on your desktop. This means that every time you start your computer, Microsoft Teams will pop up. You can minimize the application and the icon will appear on your toolbar.
8. Your Academic Coach/Tutor will reach out via "Chat" on Teams at the time of your appointment to ensure it is still a good time to meet. You will continue to make appointments on Accudemia at bridgew.accudemia.net.
9. If Teams is minimized, you will receive an alert and you will need to respond accordingly.

