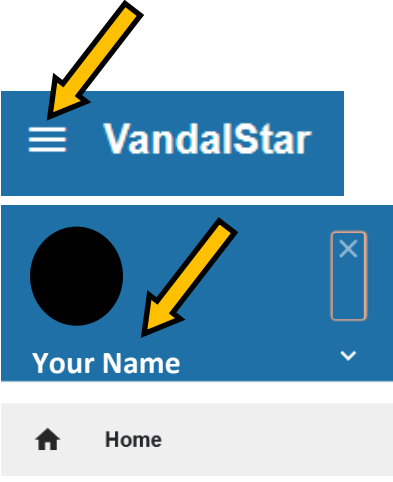
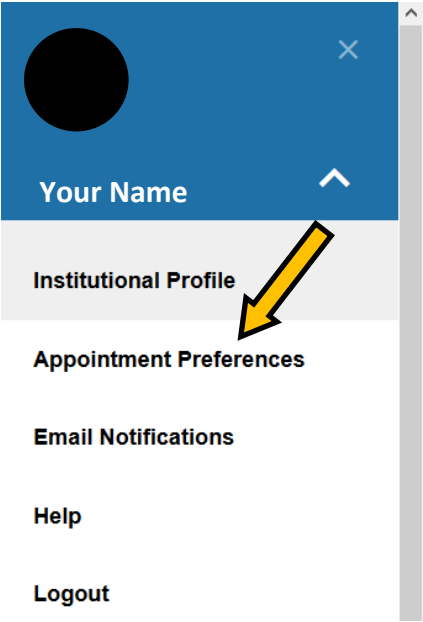


How to Add a Zoom Appointment Location in 5 Easy Steps

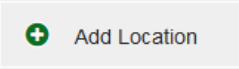
1. Click on the menu icon in the upper left corner and then on your name.



2. Click on **Appointment Preferences**



3. Scroll down to **My Locations** and click on **Add Location**



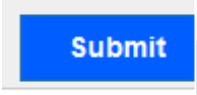
4.

Name your location

Instructions must be 100 characters or less.
Example: *Use this link to join our meeting: [insert Zoom link*]*
Please do not join early.

5.

Scroll up or down and click on **Submit**



* When you set up your U of I Zoom Account, you are given a Personal Meeting ID meeting link. We recommend you use this for VandalStar Zoom meeting scheduling. Your Personal Meeting ID is found in at <https://uidaho.zoom.us/profile>. For assistance with Zoom, please visit the Technology Support Portal managed by ITS (linked at <https://www.uidaho.edu/its>).