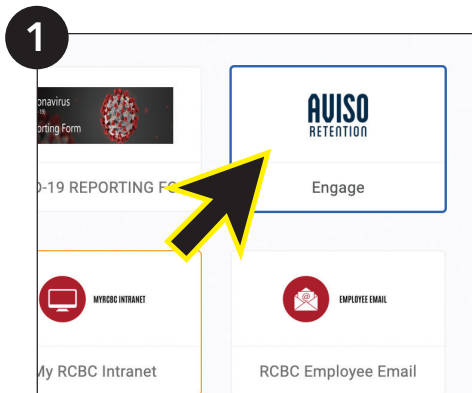
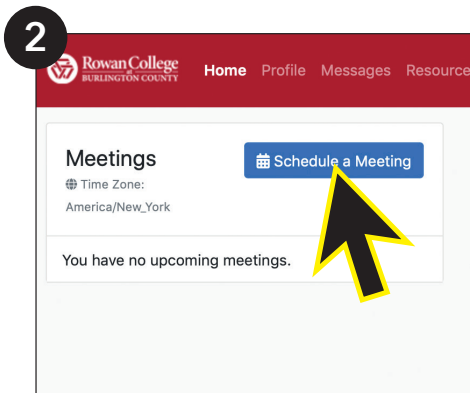


STEP BY STEP: HOW TO SCHEDULE AN APPOINTMENT THROUGH ENGAGE

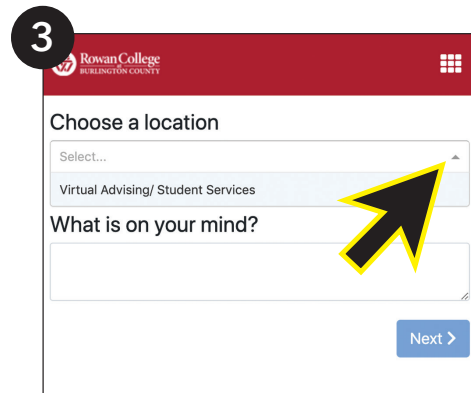


Log into your BaronOne account and select the box that says "Engage."

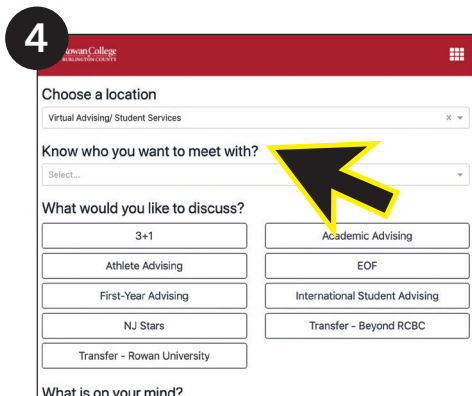
**If this box is not showing up, try selecting the tab that says "Events Email: Everything."*



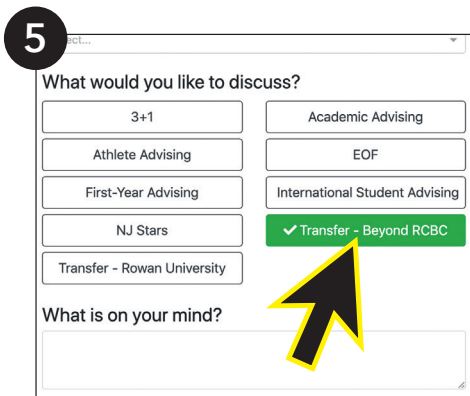
Click on the blue "Schedule a Meeting" button on your main dashboard.



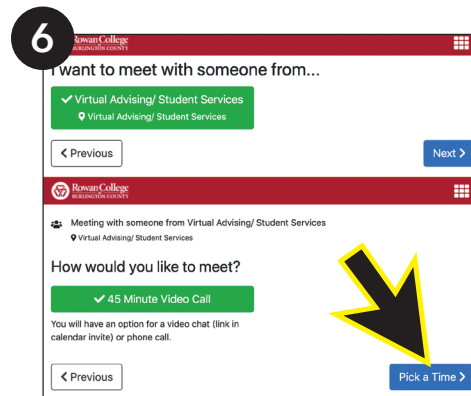
Select "Virtual Advising/ Student Services" under the drop down menu that says "Choose a Location."



Complete this section according to who you want to meet with or leave blank if you're unsure.



Select an option of what you would like to discuss. Leave a brief description of what you would like to discuss in your appointment in the "What is on your mind?" box.

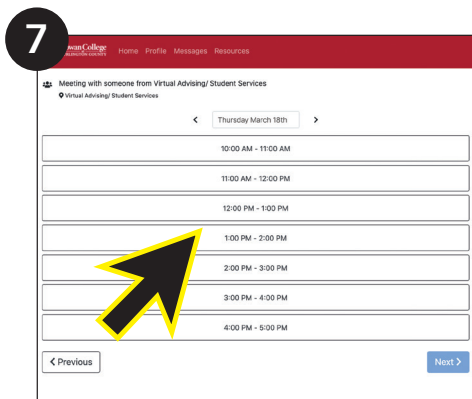


Select "Virtual Advising/ Student Services" then click "Next." **All appointments at this time will be conducted through Google Meet.**

On the day of your scheduled appointment, you will have the option to join by video or by phone through your RCBC student Gmail account.

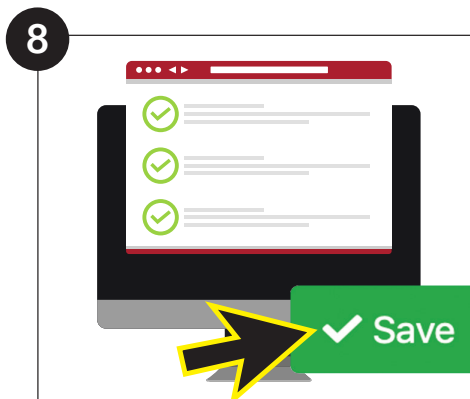
Select "45 Minute Video Call" then click "Pick a Time."

**For students who would prefer to speak via phone that is possible as well.*

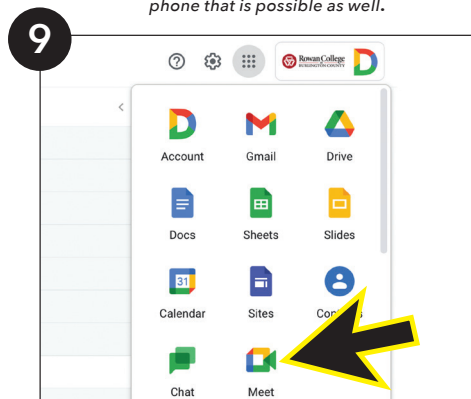


Select an available date and time that works well for you. Then, click "Next."

**The arrows next to the date allow you to move from day-to-day.*



Read through all of the information on the next page to ensure it is all correct. If it is, click the green "Save" button in the lower right corner.



On the day of your scheduled appointment:

- 1) Navigate to your RCBC student email tile found in your BaronOne portal.
- 2) Within your RCBC student email, navigate to the "Meet" option found within the menu in the upper right corner.
- 3) In Google Meet you will see your scheduled appointment. Once there, click on the appointment time to open the meeting page.

**If using a smartphone to access the appointment the Google Meet app will need to be downloaded/installed on the device.*