STEP BY STEP: HOW TO SCHEDULE AN APPOINTMENT THROUGH ENGAGE

1. 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.”

2. Click on the blue “Schedule a Meeting” button on your main dashboard.

3. Select “Virtual Advising” under the drop down menu that says “Choose a Location.”

4. If you are looking for a general advising appointment, leave the second drop down menu that says “Know who you want to meet with?” blank.
   *If you have a specific advisor you wish to meet with, you can select one in that drop down menu.

5. Select an option of what you would like to discuss. If you are looking for a general advising appointment, please select “Academic Advising.”
   Click the “Next” button in the lower right corner when you are finished.
   *Under where it says “What is on your mind?” write a brief sentence or two about what you would like to discuss in your advising appointment.

6. All appointments at this time will be conducted via Google Hangouts which you should have access to through your student Gmail account. Select this option, then click “Next.”
   Select “45 Minute Google Hangouts Video” then click “Pick a Time.”
   *For students who would prefer to speak via phone that is possible as well.

7. Select an available date and time that works well for you. Then, click “Next.”
   *The arrows next to the date allow you move from day-to-day.

8. Read through all of the information on the next page including the date and time of your appointment to ensure it is all correct and will work for you. If it is, click the green “Save” button in the lower right corner.

For more information please contact Academic Advising at advising@rcbc.edu.