Remote Starfish Appointments with Webex Virtual Personal Room

You can get a universal virtual room link for your Webex account and then put that link as the location for each of your Starfish appointments if you want to meet remotely. You do not need to send a separate email invite from Webex for each student appointment. To use your virtual room as the location in Starfish, instructions are below:

Get your Webex personal room link:
1. Log in to your Office 365 account: https://web.uri.edu/its/office-365/
2. Click "all apps" and "Rhody Webex"
3. Click "Webex Meetings" on the top bar
4. Click "Set Up" on the left-side bar of options, then "preferences," then "my personal room."
5. Copy the URL link provided (see below image). This link does not change and is your permanent "virtual room" that students can join.
Set this up in Starfish as a meeting location:
1. Log in to Starfish, click the three bar stack in the top left, select your name, then appointment preferences.
2. Located under the “My Locations” title, select “Add Location.”
3. Set up the appointment location similar to below:

4. Create or edit appointment availability in your Starfish calendar by following the instructions on slides 9-13 of the linked training documentation below:

https://web.uri.edu/starfish/files/Starfish-Faculty-Staff-Guide-The-Basics.pdf
5. Adjust your automatic appointment message in the “Instructions” tab when you create your availability (for redundant messaging to students). An example is provided below:

Then, whenever you have a Starfish-scheduled Webex meeting just log in to Office 365, select Rhody Webex, and click "Start Meeting." Your default location is the virtual personal room which you've linked to students via the above instructions.