

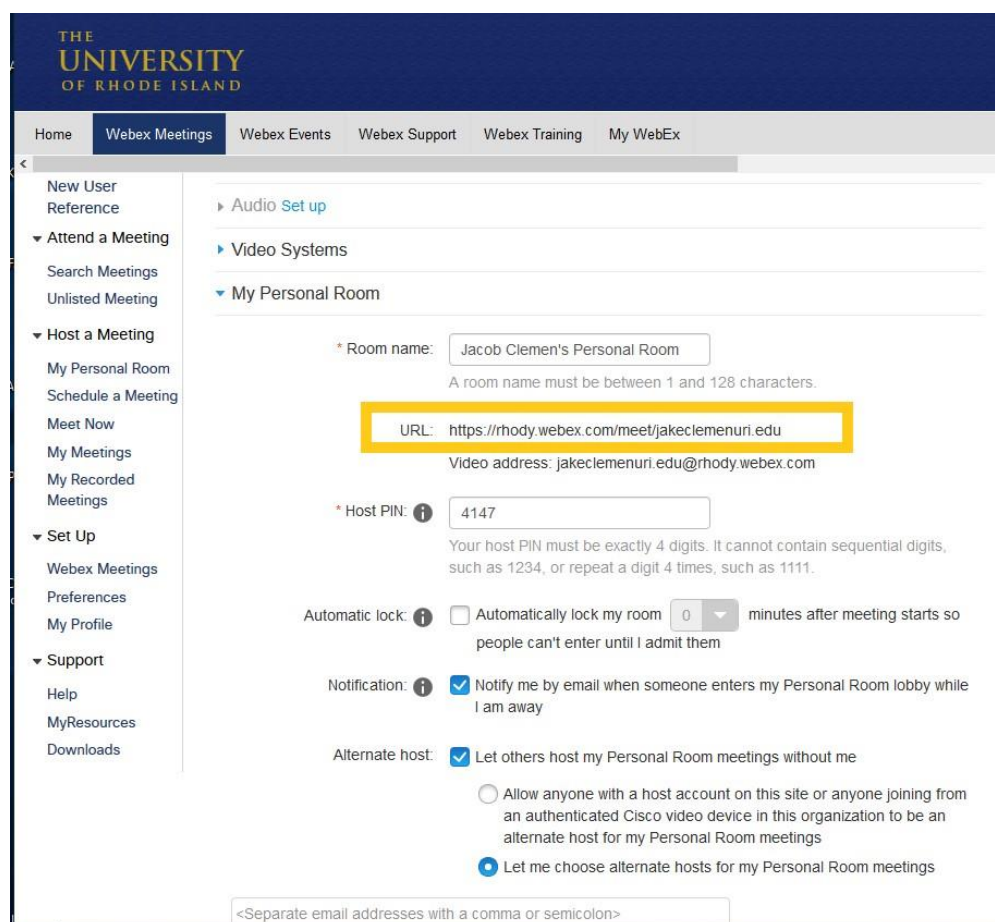


Remote Starfish Appointments with Webex/Zoom Virtual Personal Room

You can get a universal virtual room link for your Webex/Zoom accounts and then put one of those links 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 or Zoom 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 Single Sign-On (SSO) account: <https://myapps.microsoft.com>
2. Click "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.



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▼ My Personal Room

* Room name:

A room name must be between 1 and 128 characters.

URL:

Video address: jakeclemenuri.edu@rhody.webex.com

* Host PIN:

Your host PIN must be exactly 4 digits. It cannot contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock: ☐ Automatically lock my room minutes after meeting starts so people can't enter until I admit them

Notification: ☒ Notify me by email when someone enters my Personal Room lobby while I am away

Alternate host: ☒ Let others host my Personal Room meetings without me

☐ Allow anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization to be an alternate host for my Personal Room meetings

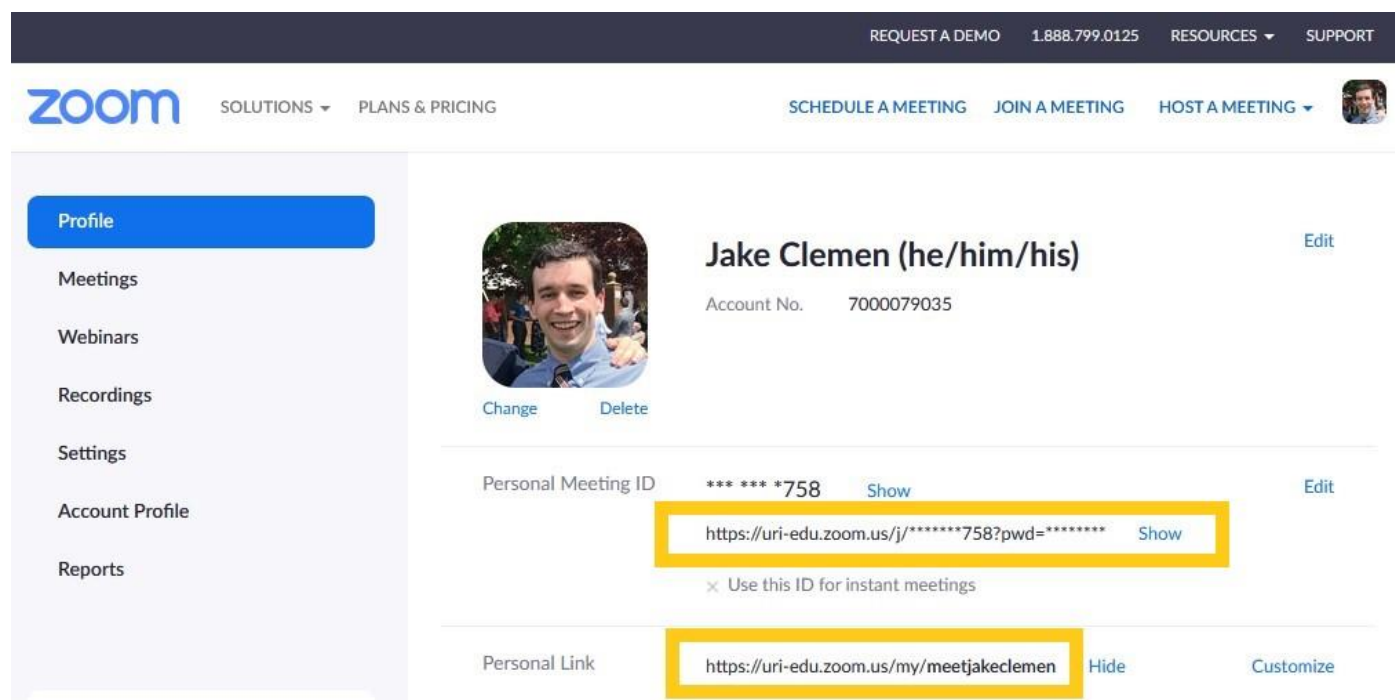
☒ Let me choose alternate hosts for my Personal Room meetings

<Separate email addresses with a comma or semicolon>




OR Get your Zoom personal room link:

1. Log in to your URI Single Sign-On (SSO) account: <https://myapps.microsoft.com>
2. Click "Zoom."
3. Click "Profile" on the left menu, then "Show" on your Personal Meeting ID link. Copy the URL Link provided. Alternatively, you can use your "Personal Link," as well (images below). Note that you may need to adjust your Zoom settings to remove password protections for meetings since these are on by default.



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Account No. 7000079035

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Personal Meeting ID *** ** *758 [Show](#) [Edit](#)

https://uri-edu.zoom.us/j/*****758?pwd=***** [Show](#)

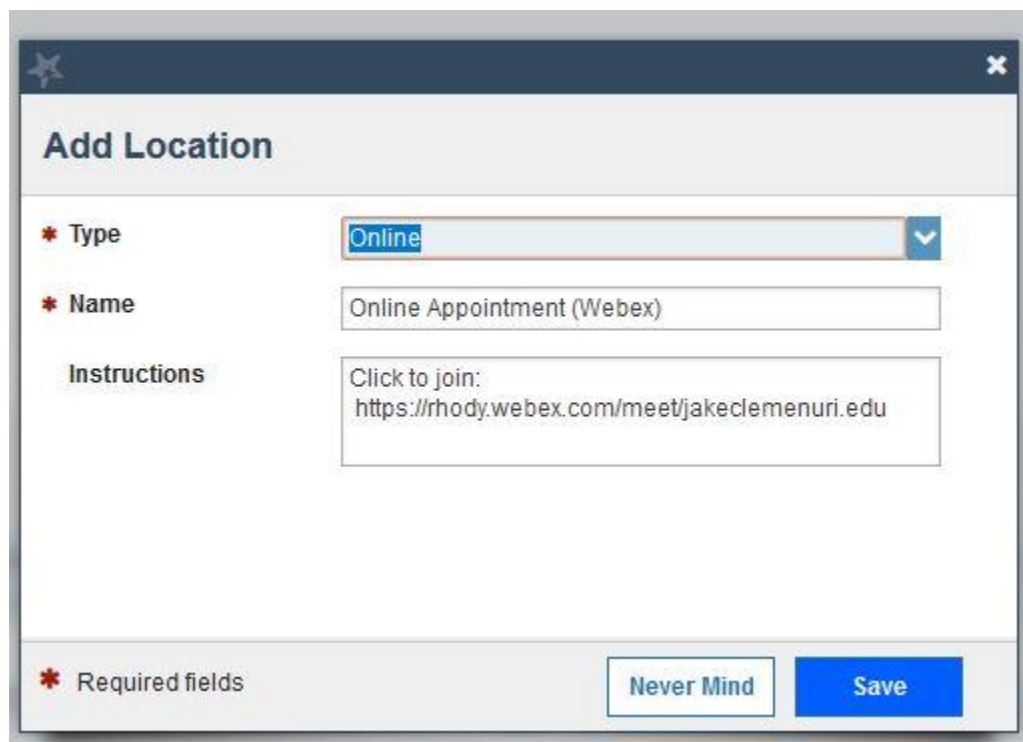
× Use this ID for instant meetings

Personal Link <https://uri-edu.zoom.us/my/meetjakeclemen> [Hide](#) [Customize](#)



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:



Add Location

* Type

* Name

Instructions

* Required fields

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>

Then, whenever you have a Starfish-scheduled Webex meeting just log in to SSO, 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. For Zoom, click the same link you provide to students.