Hello, and welcome. This tutorial will explain how to use the collaborative web conferencing software Microsoft Lync to engage in secure online advising sessions with Broward College advisors.

Important Reminder - This system is only supported on desktop and laptop computers. Smart phones and tablets are not supported for online advising appointments at this time.

Creating an Online Advising Appointment:

1. To create an online advising appointment, log in to My BC and select “Advising”, then “Advising Appointments”.

![myBC screenshot](image-url)
2. Under “Advising Appointment Search”, select the radio button next to “Online” (see below).

Welcome Mosley Moss

Advising Appointment Search

You do not need to schedule an appointment if you are coming in for the following:
- Veteran’s Certification
- Testing Information
- Registration Blocks
- Quick Questions (1-3 minutes)

Students seeking help with these issues can contact their campus Advisement office for Drop-in Advisement:
- A. Hugh Adams Central Campus: 954-201-6528
- Willie Holcombe Center: 954-201-7491
- North Campus: 954-201-2305
- Judson A. Samuels South Campus: 954-201-8875
- Pines/Weston Centers: 954-201-3601

This will create a web-based “conference room” for the date and time you select. The advisor will join the online meeting from a campus location. You will be joining from home or another remote location.
3. Select a campus and advisor, then clicks the calendar icon to select a date and time for the appointment. Then click “Search” (see below).

4. Select the desired time slot from the available time slots (see below).

   IMPORTANT- ALL APPOINTMENT TIMES ARE EASTERN STANDARD TIME!

5. You will get a confirmation page that shows that the appointment is set. (see below).
6. You will automatically receive an email to your Broward College email address that confirms the date and time of the appointment and provides the link to join the appointment (see below).
7. On the day and time of the appointment, click the link in your appointment confirmation email to join the meeting (as shown above). Alternatively, you can log into My BC and click the “Advising Appointments” link which will display your appointment confirmation page (see below). From there, you can click “Online” under the Location column to join the meeting.

Please sign in 15 minutes before your actual appointment time to ensure that you are successfully connected when your appointment begins.

8. Sign in to Lync as a guest (This will be the only option available on the login page).
9. Install the Lync browser plug-in when prompted to do so (see below). You will only need to download the plug-in once per browser. Your browser will be ready for all future online advising appointments.

10. Upon installing the browser plug-in, you will be admitted into the “lobby” of the online meeting room (see below).

The meeting dialogue box shows the name of the advisor and the name of the student who is waiting in the lobby. The Advisor clicks “Admit” to allow the student into the meeting. Upon doing so, the student and advisor are now engaged in the meeting (see below).
11. From here the student and the advisor can engage in a secure chat, enable video for a more personal experience, and share each other’s desktops in order to explore the Broward College website or other useful web resources.

The advisor can let the student share his or her desktop by making the student a presenter. This is done by right-clicking the student’s name and selecting “Make a Presenter” as shown below.
12. The student can then give control of the mouse to the advisor as shown below. This allows the advisor to navigate web pages on the BC website in order to show the student where to locate useful resources such as his or her transcripts, degree audit, educational plan, or any number of other useful resources (see below).
13. Once your appointment is finished, click the exit meeting link in the upper right corner of the meeting interface to end the meeting.