

# How to book an appointment with Campus Study Counsellor

You can book an appointment with Campus Study Counsellor (later: Counsellor) by sending a calendar invitation on Office 365. Times are usually available on working days between 8 am until 4 pm. The appointment is confirmed after the Counsellor has accepted your invitation. Counsellor will suggest you a new time if the time that you suggested does not fit her schedule.

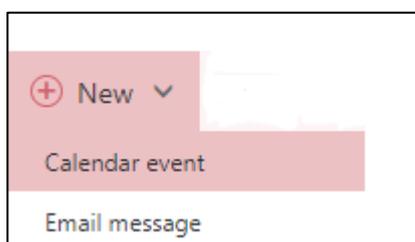
You can choose to have the appointment either on campus or online. Online appointments are carried out using Skype for Business. To find out who your Counsellor is and how she is usually available, please go to <http://www.oamk.fi/opinto-opas/opiskelu-oamkissa/ohjaus-ja-opiskelijapalvelut#Ohjaus>.

## Book an appointment on campus

1. Log in to Office 365 <http://365.oamk.fi>
2. Type your username (kk\username (e.g. kk\v0vepi99)) or email address ([username@students.oamk.fi](mailto:username@students.oamk.fi)) and password.
3. After you have signed in, choose *Calendar* from the square menu on the top left side of the window.



4. Choose *New* and *Calendar event* from the top menu.



5. Name the invitation and choose a date from the calendar menu and a time from the drop-down menu
6. You will receive a reminder 15 minutes before the appointment (This is a default setting. You can change the setting from the drop-down menu) and write a message to the Counsellor if you wish.

Details Feedback

Counselling Appointment First name Surname

Add a location or a room

Start  
Tue 31/10/2017 11:30  All day

End  
Tue 31/10/2017 12:00  Private

Time zone

Repeat: Never Save to calendar: Calendar

Reminder: 15 minutes Show as: Busy

Add an email reminder

Hi!

I would like to book an appointment.

With kind regards,

First name Surname

- After you have filled in the details, choose your Counsellor from *People*. Find the right Counsellor by typing her full name on the search field and select the person by using the left mouse button.

People

Required Erja Korhonen

Erja Korhonen  
Erja.Korhonen@oamk.fi

Search Directory

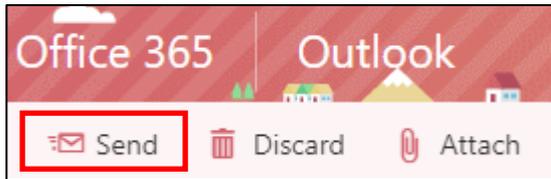
- Now the Counsellor will receive your invitation. You will also see if she is free or busy on the set timeframe. Choose another time/date if she is busy.

Attendees

Sort by  Request responses

Erja Korhonen  
Free

9. When you have filled in the details and chosen the Counsellor, send the invitation by choosing *Send* from the top left side of the window.



## Book an online appointment (Skype for Business)

Follow the above-mentioned steps but before sending the invitation, choose *Add Skype meeting* from the top menu.



The Skype for Business meeting link will automatically appear on the invitation.

To see instructions how to use Skype for Business, go to:

Skype for Business quick start: <https://support.office.com/en-us/article/Skype-for-Business-2016-Quick-Start-2da94a13-6d16-4d67-adf3-439f2b946994?ui=en-US&rs=en-US&ad=US>

Skype for Business Mobile Client: <https://support.office.com/en-us/article/Skype-for-Business-Mobile-Clients-for-Office-365-operated-by-21Vianet-1999ba63-9ea0-48b4-8b10-7eafc9a2dbe4>

## How to connect other email accounts to Outlook

If you are using other email account (Gmail, Hotmail) you can add it to Outlook on the web to see both calendars from the same place. See instructions on <https://goo.gl/qreKSG>.