

# Virtual Advising

## *through Microsoft Bookings*

Get Advised. Plan Ahead. Stay on Path.

### How to book a virtual appointment:



**Step 1:** Visit [Academic Advising Appointment Scheduling](#).



**Step 2:** Select your pathway. Click on information for a list of majors. Dual-enrolled students should select their high school.



**Step 3:** Choose your appointment date/time and provide your contact information. Be sure to use your ACC email.



**Step 4:** At your appointment time, click on the link provided in your confirmation email to access Microsoft Teams. If you will be using a handheld device (phone), you will need to download Microsoft Teams in advance.