Phase 1 – Astra Guidance

How-to Flag Meetings as ‘Remote-Online’ in Astra (Timeline Phase 2, Astra Checklist, Step 3)

Stop: the following instructions are specific to meetings delivered remote/synchronous (scheduled meeting time). Meetings delivered remote/asynchronous (no scheduled meeting time), can be requested via SRS using the comment field.

Pro Tip: update meeting days and times prior to assigning the ‘Remote-Online’ resource to flag meetings. When a meeting schedule is adjusted after assigning a resource the resource is dropped and must be re-assigned.

Select the design meeting type for meetings that will be delivered remotely.

Click in the box to assign ‘Remote-Online’ resource, then set quantity to “1” using up arrow.

Click “OK”.

Save or Save and Close.
Pro Tip: use the ‘Meetings with:’ section list filter to check your progress.