

## Add Office Hours

If you have set your preferences to communicate between your Starfish and Exchange calendars, then please also read the “Coordinating Your Starfish and Exchange Calendars” section on page 13.

1. Click the **Appointments** tab. (Shown in Figure 1)
2. Click **Add Office Hours**. (Shown in Figure 2)
3. The Add Office Hours window opens. (Shown in Figure 3)



Figure 1

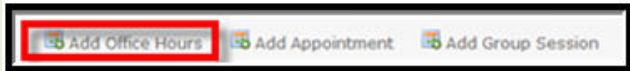


Figure 2

Figure 3

4. To choose what day(s), click the drop down arrow. (Shown in Figure 4) You have the option of choosing from once; daily; weekly; monthly; every Tuesday and Thursday; every Monday, Wednesday, and Friday; or every weekday.

You also have the option to repeat the office hours in weekly intervals as well as repeat on certain days of the week. Click in the box next to all days that apply. These may be selected for you based on the option you chose for What day(s)?

Figure 4

5. Type in what time and select where if multiple locations are listed. (Shown in Figure 5)

**NOTE:** Locations listed are based on what you entered in Appointment Preferences under the Profile tab. To add locations, you must go back to the Profile tab and Appointment Preferences.

Figure 5

- Indicate how long by choosing a minimum appointment length and a maximum appointment length. (Shown in Figure 6)

How long? 15 minutes minimum appointment length  
 1 hour maximum appointment length  
 15 minutes  
 30 minutes  
 45 minutes  
 1 hour

Figure 6

- Type in the instructions box what you want to be sent to anyone who makes an appointment. (Shown in Figure 7)

INSTRUCTIONS START/END DATE  
 These will be sent to anyone who makes an appointment:

Figure 7

- Click **Start/End Date** and select when the hours will start and stop. (Shown in Figure 8)

INSTRUCTIONS START/END DATE  
 Starts: 07/25/2011 Ends: On Date 07/25/2011  
 Never  
 End of Term  
 On Date  
 After

Figure 8

- Click **Submit**.
- You should see the new office hours under Agenda, My Office Hours. (Shown in Figure 9)

**NOTE:** Students view available office hours and set up appointments through their Starfish homepage and **My Success Network**.

To add a student's appointment to your Exchange calendar, simply Accept the calendar item received in a Starfish email notification to your Exchange Account.

AGENDA DAY WEEK Monday, July 25, 2011  
 Upcoming Appointments No appointments scheduled  
 My Office Hours  
 Office Hours: Wed Jul 27 11:15AM-12PM  
 Office Hours: Mon & Wed 12-2PM

Figure 9

This works only if you have followed the Setup Exchange account to receive appointment instructions.