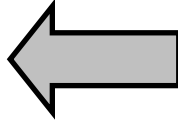


## How to Set-up Office Hours (a/o 8/19/24)

### 1 Set Appointment Preferences:



- A. Open Starfish and click your name to open your profile settings. Click **Appointment Preferences**.
- B. Choose a default appointment length.
- C. Set a scheduling deadline to avoid same day appointments (recommended).
- D. **Calendar Sync:** Outlook and Starfish sync in real-time, ensuring both reflect your availability accurately. Students won't see the details of your Outlook calendar. We recommend using Starfish for student appointments, and Outlook for everything else.

**Starfish Calendar Sync:** Choose to receive Outlook calendar invites for appointment changes or modifications to office hours and group sessions by selecting the appropriate boxes.

**External Calendar Sync:** Share your calendar with StarfishOffice365@pennwest.edu. Check the box to allow Starfish to read busy times from your Outlook calendar. Click the link listed in Starfish for instructions. Click **Submit**.

- E. Add your **office location(s)** recommended. You can add multiple locations. If you include your Zoom link as a location, we suggest enabling your Zoom waiting room.
- F. You can designate a calendar manager who will have the ability to add, edit, or cancel your Starfish-only appointments from Starfish.

### 2 Set Email notification Settings:

- A. Click the **Notifications** tab in your profile.
- B. Under Tracking Items, check the two boxes to receive an emailed calendar attachment for every change to your appointments and office hours to receive email notices when students schedule appointments (recommended).

### HOW TO POST APPOINTMENT AVAILABILITY IN STARFISH

### 3 Add Appointment Availability to Starfish:

- A. Open the **Appointments** tab on your main toolbar and click the **Office Hours** button.
- B. Post a title for your office hours.
- C. Set the time and frequency of your availability.
- D. Specify at least one location (offering multiple locations allows students to select their preferred location when scheduling).
- E. Decide if you require students to schedule in advance and/or walk in to meet with you (Scheduled And Walk-ins is recommended for more flexibility).
- F. Establish a minimum/ maximum appointment length (setting different min and max will allow students to choose how long they need when scheduling).
- G. Choose an appointment type to restrict scheduling access to specific groups of students (if applicable).
- H. Add instructions to be seen by students when scheduling appointments. (This information will be included in the email they receive when scheduling).
- I. Add an Start/End Date and select **End of Term and the Term** to have Office Hours automatically end.
- J. Click **Submit**. Notify your students to begin scheduling.

**NOTE:** Don't accept your Office Hours Outlook entry. This will ensure your office hours are visible to students.

To **edit or cancel** your office hours, click the three lined menu and Appointments. Click the Agenda tab and under Availability hover over the small clock for options.

