

## Starfish – How to Set Up Appointment Preferences

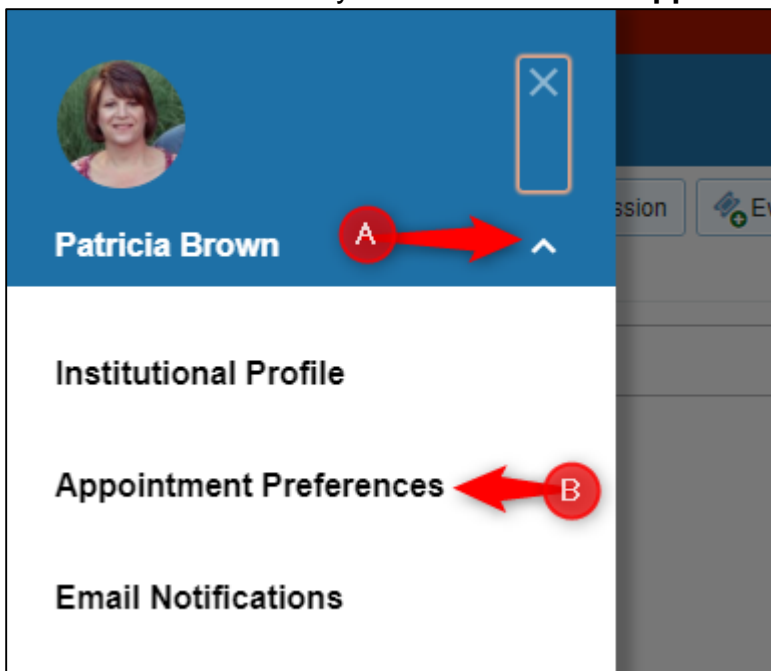
This tutorial will show you how to **set up your appointment preferences**.

### Directions:

1. Log into Starfish.
2. Click on the **3 bars** by the Starfish title.



3. Click the **arrow** next to your name and then **Appointment Preferences**.



4. Fill out information in the **Basics** section. You can set your appointment length, scheduling deadlines, and allow drop-ins..

**Basics**

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 30 minutes

Scheduling deadline:

- None
- 5:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

5. Fill out information in the **My Locations** section. Your office will be already listed; however, you can add other locations like online office hours. Use the **edit pencil** to the right to **add instructions** as necessary.

**My Locations**

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name	Instructions
Office	M352	Business and Entrepreneurial building - check in with the third floor receptionist.

6. Fill out information in the **Calendar Managers** section. If you have an admin, you can add them so they can manager your calendar. Click on the plus icon to add a manager.

**Calendar Managers**

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

+ Add Calendar Manager

Calendar Manager

No calendar managers selected

7. Click **Submit** button at the bottom right or upper right.



**NOTE:** To return to the home page, click the **3 bars** and then **Home**

