

# Setting Starfish Appointment Preferences


Starfish offers various features to allow users to customize their appointment preferences. Setting up preferences first will give users an easier and more efficient experience when posting appointment availability in Starfish.

## 1 OPEN STARFISH

- ⇒ Log in at [starfish.uncg.edu](http://starfish.uncg.edu), or
- ⇒ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ⇒ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

Enter your UNCG username and password to log in

## 2 OPEN APPOINTMENT PREFERENCES

- ◆ Click the  icon to open your navigation menu
- ◆ Click on your name
- ◆ Select *Appointment Preferences*
- ◆ Update the settings below
- ◆ Click **Submit** to save your changes

### UPDATE THE BASICS

Adjust default settings for minimum appointment length and set scheduling deadlines to better manage your time and avoid same-day appointments.

#### 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

Scheduling deadline:

- None
- 5:00 pm
- 9:00 am
- 48


Allow drop-ins after deadline has passed

### ADD DEFAULT APPOINTMENT LOCATIONS

Set default locations for the appointments you will host. You can create multiple locations for easy office hours set-up later.

#### 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	Forney 101	Please check in with front desk upon arrival.
Phone	Telephone Appointment	An SFO advisor will call you at the phone number you provided.

### DESIGNATE CALENDAR MANAGERS

Designate your colleagues as calendar managers so they can view and make changes to your calendar. Ensure they are familiar with Starfish before granting access.

#### Calendar Managers

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

 Add Calendar Manager

Calendar Manager

Test User

Test User

Test User