How to Set and Update Starfish Appointment Preferences

Starfish offers many different features and settings that allow users to customize their appointment preferences. Setting up your preferences first will help facilitate a quicker and easier experience when utilizing the Starfish calendar.

1. Open Starfish.

2. Click on the arrow beside your name and choose the “Appointment Preferences” option.

3. Indicate your appointment preferences:
   a. Basics: You can adjust settings for minimum appointment length and scheduling deadlines (to avoid same-day appointments).

Questions? Email starfish@uncg.edu for support.
b. **My Locations**: You can designate default locations for appointments that will pre-populate anytime you add office hours to your calendar. You can create multiple locations for easy office hours set-up later.

![My Locations Image]

- **Office**: 061 McIver Building
- **Instructions**: Please check in with the front desk upon arrival.

- **Calendar Managers**: You can designate other Starfish users as calendar managers who can view and make edits to your calendar. Make sure to return to this screen and remove calendar managers if those individuals change roles or leave UNCG.

![Calendar Managers Image]

- **Byrne, Carolyn**
- **Jessup, Kate**

Simply click this button and type in the name of person you wish to add. *Note: They must be a Starfish user to be designated as a calendar manager.*

4. **Click Submit** when you are finished.