Set Up Starfish CONNECT Office Hours

1. **Open Starfish**
   * Click on your name
   * Edit your appointment preferences and email notifications

2. **Edit Appointment Preferences:**
   * Choose your minimum appointment length
   * Set a scheduling deadline to avoid same day appointments
   * Add your office location(s)
   * Choose to give a colleague access to manage your calendar
   * Click Submit

3. **Edit Email Notifications:**
   * Choose if you would like to receive email reminders about appointments
   * If you would like to sync your Starfish calendar with your iSpartan calendar, check both boxes to receive an email with a calendar attachment
   * Click Submit

4. **Add Office Hours to Starfish**
   * Click on your Appointments tab
   * Click on Add Office Hours
   * Change the title of office hours for clarification
   * Choose if you would like the office hours to repeat
   * Set time, location, and appointment length
   * If you have multiple roles at UNCG, choose an appointment type (see Office Hours & Appointment Type additional assistance)
   * Add instructions that will be sent to your students
   * Choose an end date for the office hours (if reoccurring)
   * Click Submit

Questions? Email starfish@uncg.edu for support.