Add Office Hours Locations

Step	Directions
1	Click the ☰ in the top left-hand corner of your Starfish homepage to open your **navigation menu**
2	Click on your name
3	Select **Appointment Preferences**
4	Scroll down to **My Locations**
5	Click ⊕ Add Location
6	Select **a location type** from the drop-down menu
7	Add a **location name** (ex. Virtual/Teams, Forney 101, Phone Appointment)
8	Add **instructions** for what students should do at this specific location Ex: For Virtual/Teams meetings, "Click on this link at the time of your appointment: https://go.uncg.edu/meet-with-spiro" *(For assistance with creating a teams link please see our "Create a Microsoft Teams link for my Starfish Locations" how to guide)*
9	Click **Add Location** in the lower right corner
	Repeat steps 5-8 to add multiple locations to your profile

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