


Set Appointment Preferences

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	Under Office Hour Defaults , update the settings to reflect your preferences
5	Under My Locations , add your default locations (ex. Physical Office, Phone Appointments, Virtual Appointments)
6	Under Calendar Management , you can add colleagues you would like to have access to manage your calendar (view, add, and remove appointment capabilities)
7	Click Save Changes in the lower right corner