


Set Up Individual Office Hours

Step	Directions
1	Click  in the top left-hand corner of your Starfish homepage and select Appointments
2	Click Office Hours
3	Enter the Title for your office hours
4	Select your days, times, and repeat preferences <ul style="list-style-type: none">• It works best if you set up an office hour block for each day, instead of a block for the entire week. This allows for easier changes to the office hour blocks in the future.
5	Select your Location Preference (more than 1 can be selected)
6	Select your Office Hour Type (appointment only or drop-in only)
7	Select the Length the appointments scheduled should be
8	Select your appropriate Appointment Type (<i>as applicable</i>)
9	Add additional Instructions (optional). Student receive these instructions when scheduling
10	If this is a recurring office hour block, you will want to edit the Start/End Date
11	Click Submit