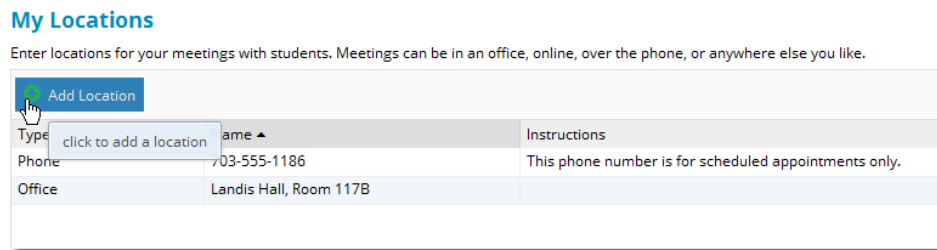### *Add Locations*

Add all possible meeting locations, including physical offices, phone numbers, chat services, or anywhere else you might want to meet with students. When you build your calendar availability for appointments, you will select which of these locations apply to each set of hours.

1. Click Add Location.

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

Add Location

click to add a location

Type	Name ▲	Instructions
Phone	703-555-1186	This phone number is for scheduled appointments only.
Office	Landis Hall, Room 117B	

2. Select the type of location, enter a descriptive name and enter any relevant instructions.

   Students will see this information when scheduling an appointment for office hours that have been designated for this location.

3. Click the **Save** button.

   Repeat this process to add any additional meeting locations.

Add Location

* **Type**   Office
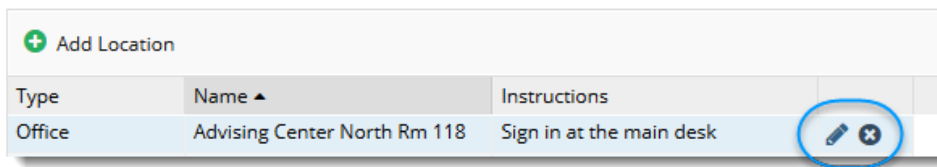
* **Name**   Advising Center North Rm 118

Instructions   Sign in at the main desk

* Required fields

Never Mind   Save

Use the edit icon (✏️) to the right of any location in your list to make changes. Use the delete icon (✖️) to the right of any location to remove it.

Add Location

| Type	Name ▲	Instructions	
Office	Advising Center North Rm 118	Sign in at the main desk	✏️ ✖️

Save Appointment Preferences

When you have made all desired edits to each of your **Appointment Preferences** profile settings, click the **Submit button** at the bottom or top of the Appointment Preferences tab to save your changes.

Add Office Hours

The **Add Office Hours** feature should be used to set up a recurring block of time on a regular pattern such as weekly Office Hours. If you want to set up blocks of time that are less structured (ie blocks of time for advising appointments or paper conferences), use the **Scheduling Wizard** button.

1. Click the **Add Office Hours** button on your Starfish **Home** page or **Appointments** page.
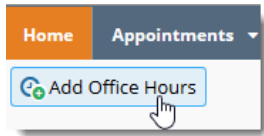
This opens the **Add Office Hour** form.

2. Enter a **Title** (name) for this block of time. Students will see this name when they view your calendar. The title will also help you keep track of different types of office hours you have established.

3. Select **What day(s)?** and indicate any recurrence (e.g**. Repeats every** 1 week).

4. Use the **What time?** fields to enter the start and end time for the office hours.

> 📌 **Important Note:** once this office hour block is saved, you will *not* be able to edit the days on which the office hours occur or the type of frequency (e.g. weekly) but you will be able to edit how often the block recurs (e.g. 1 week vs. 2 weeks) and the specific times available.

5. Select **Where?** meetings will be held using the checkbox(es) next to your location(s). The location options are pulled from the **Appointments Preference** page of your profile. If you choose more than one location, the student will be able to choose his/her preferred location for the meeting. To add additional locations options, go to the **Appointments Preference** page of your profile.
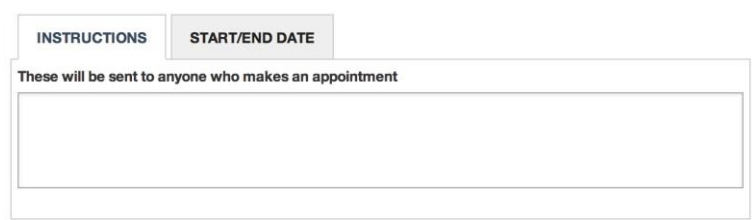
6. Select the **Office Hour Type** for meetings you will take during this block.

   - Select **Walk-ins Only** to show the time as available to students, but disallow anyone from making advance appointments (This is probably the setting most faculty will choose for general office hours.)
   - Select **Scheduled And Walk-ins** If you want students to have the option of making an appointment during this time.

   - Select **Scheduled Appointments Only** if you will not take any walk-ins.

7. Select **How long?** meetings can be by selecting a minimum and maximum duration. If the minimum and maximum are identical, the student will not be given a choice of duration. Note that institution settings for specific appointment reasons, may override your settings.

8. If your role has permissions to add more than one **Appointment Type**, you will see checkboxes that allow you to select which types apply to this block of time. Appointment Types dictate:
   1) which students can schedule during this time (based on the role that connects you),
   2) the appointment reasons shown to students,
   3) which SpeedNotes will display, and
   4) which roles can view the appointment and its notes.

   📌**Note:** An appointment type with the recurrence icon (🔄) indicates an **appointment** that recurs on the same date and time for the duration of the term.

9. Use the **Instructions** box to enter instructions to students scheduling with you during this block of time. Instructions are required for blocks that allow Walk-ins.

INSTRUCTIONS	START/END DATE
These will be sent to anyone who makes an appointment	

10. Optionally, click the **Start/End Date** tab to set a time frame for a repeating office hour block. For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number of occurrences.

11. Click the **Submit** button at the top or bottom of the Add Office Hours form to save your Office Hour block.

Edit or Cancel office hours

You can edit or cancel office hours from the **Agenda** tab in the **Appointments** section of Starfish.
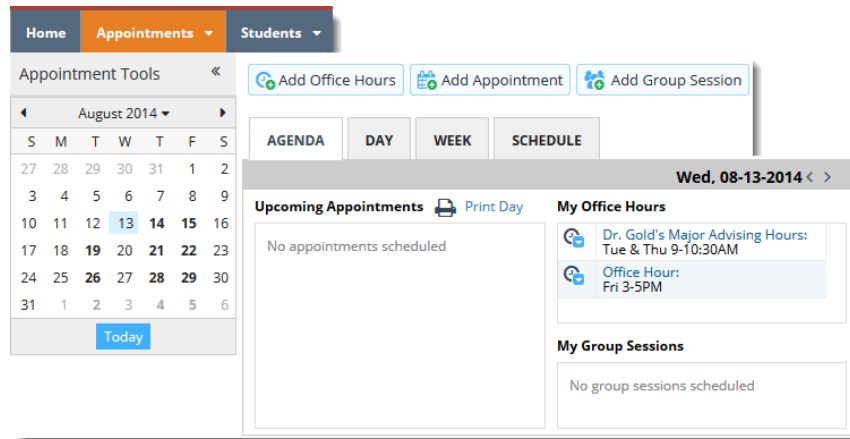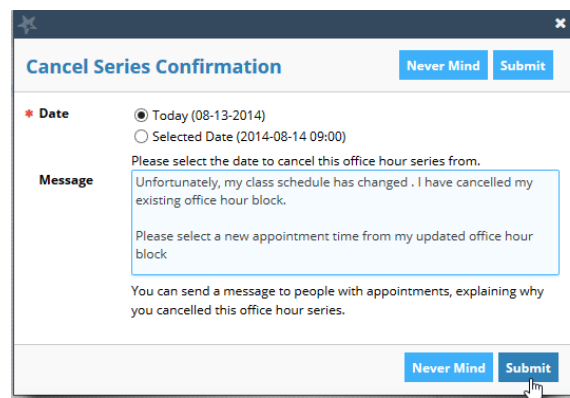

Edit office hours

1. Click the office hours menu icon ( ) next to an office hour title to open the **Office Hours Menu**.

2. Select **Edit Office Hours** to modify: the frequency of the office hour block's recurrence, the time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or a start/end date of the series.

3. Click the **Submit** button on the **Edit Appointment** form to save your changes.

   ⚑ **Note:** You cannot edit the days of the week or the nature of the recurrence (e.g. weekly).
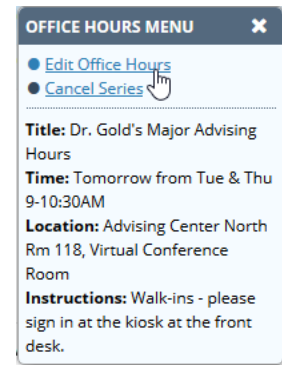

Cancel a series of office hours

1. Click the office hours menu icon ( ) next to an office hour title to open the **Office Hours Menu**.

2. Select **Cancel Series** to cancel all occurrences of the office hour block. You will be prompted to confirm the date from which to cancel the series, and to add a message that will be sent to anyone who had time scheduled with you during the office hours you are canceling.

9

3. Click the **Submit** button on the **Cancel Series Confirmation** form to cancel the office hour block.

Cancel a single occurrence of an office hour block

You can cancel an individual occurrence of an office hour series from the **Day** tab of your **Appointments** section of Starfish. Use the mini calendar on the left to select the desired day.
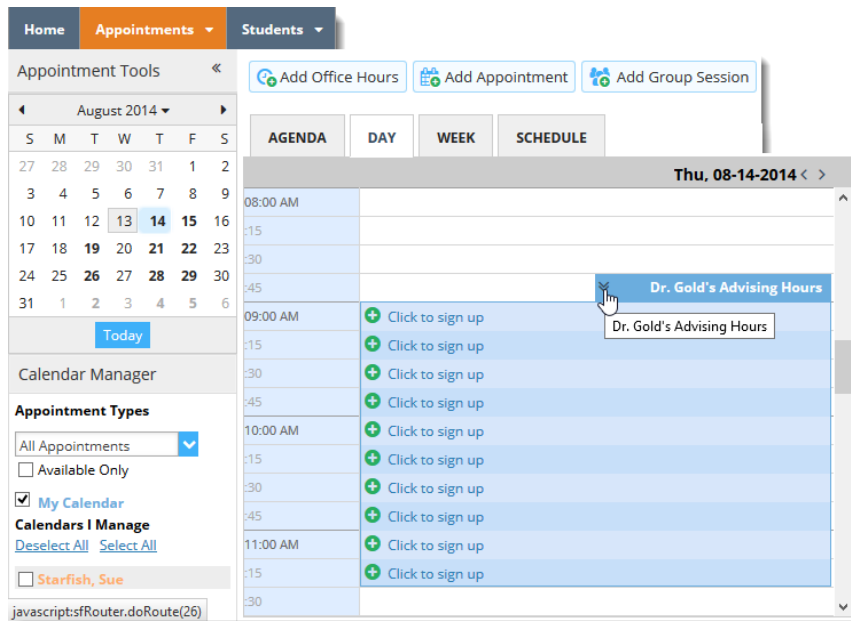

1. Click the edit icon associated with the block of hours for the selected day (✉). Select **Cancel Occurrence** from the **Office Hours Menu** to cancel office hours for the selected day.

    📌 **Note:** You **cannot** modify the time range for a single occurrence of an office hour. Selecting **Edit Office Hours** will modify all occurrences of this set of office hours. To reduce availability within an office hour block on a specific day, add reserved time to cover the part of the office hours you want to remove from availability.
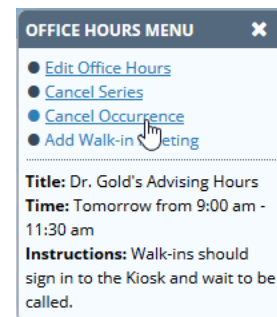
2. You will be prompted to confirm the cancellation and can add a note that will be included in an email to those whose appointments are canceled.

    👍 **Best Practice:** include an explanation and provide guidance on
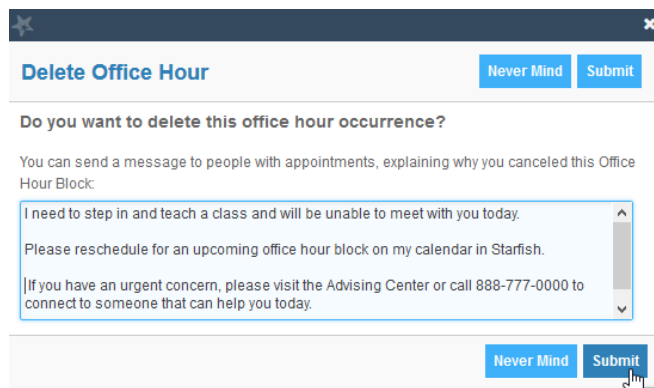
how to reschedule or connect to other available resources.

3. Click the **Submit** button to cancel the Office Hour occurrence.