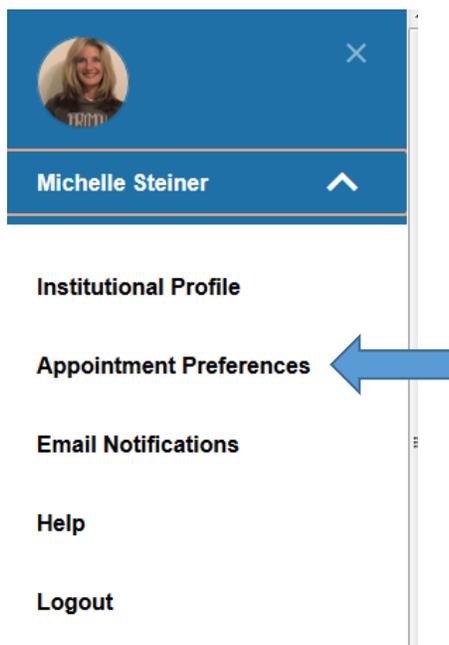


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*How to add a location into Starfish, with Zoom link*

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- Create a new location in Starfish through your Appt. Preferences:



- Go to My Locations and click green plus sign next to 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.

Type	Name ▲	Instructions
Office	Ballston Center, Room 2012	

- You can choose how you want to set up this box; after you Save it, this will show up as an option for you when you set up office hours!

- When the student is making the appt., they will see the link when they get to this part of the appt.-making process:



**Michelle Steiner**

Assistant Vice President for Student Success

**Does this look correct?**

**Date and Time**  
 Wednesday, August 26  
 2:00 pm – 2:30 pm

**Reason for Visit**  
 Starfish Support [Change](#)

**Course**  
[Add a course](#)

If you want, tell us a little bit about what's going on so we can help

**Location**  
 Virtual Zoom Appt.  
<https://marymountuniversity.zoom.us/my/dr.steiner>



- However, it might be more salient to them if you put the link in the instructions box too, which you find as you're creating your office hours (these are sent via email to anyone who makes an appt.):

**Edit Office Hours - Office Hours** Never Mind Submit

*Please check in at the front desk of Rowley G100.*

- CTL phone call**  
*When it's time for your phone appointment, please call 703-284-1538.*
- Ballston Center, Room 2012**
- In-office appointment**  
*The Hub, Rowley G105. Sit in an office, use our technology, and zoom with staff*
- Virtual Zoom Appt.**  
*<https://marymountuniversity.zoom.us/my/dr.steiner>*

\* **Office hours Type** ? Scheduled Appointments Only

*Only take scheduled appointments*

\* **How long?** 30 minutes minimum appointment length  
30 minutes maximum appointment length

\* **Appointment Types** Select the types of meetings you will have in these office hours.

<input type="checkbox"/> 6 flags raised - I need to meet with Dr. Steiner	<input type="checkbox"/> Academic Advising
<input type="checkbox"/> Academic Coaching	<input type="checkbox"/> Course Content Assistance
<input type="checkbox"/> Financial Aid Appeal questions	<input type="checkbox"/> Med Math Assistance
<input type="checkbox"/> Praxis Math Assistance	<input type="checkbox"/> Starfish Assistance
<input checked="" type="checkbox"/> Starfish Training Request	<input type="checkbox"/> Student Access Services mee
<input type="checkbox"/> Writing Assistance	<input type="checkbox"/> second-year DPT

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

Please use this Zoom link to meet with me virtually on the designated day/time:  
<https://marymountuniversity.zoom.us/my/dr.steiner>

\* Required fields Never Mind Submit

