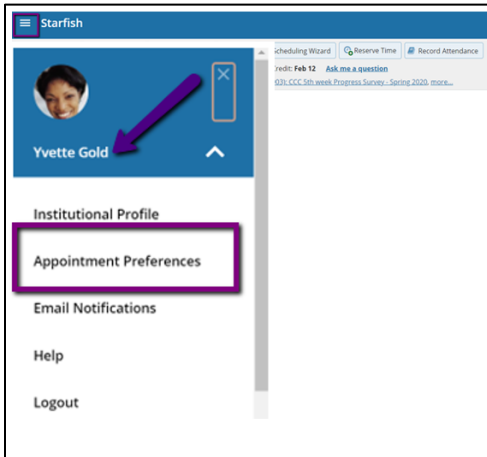


Directions for Adding and Removing Office Hour Locations within Starfish

Step 1: Login to Starfish and Click the **Menu Icon**

Step 2: Click **Your Name**



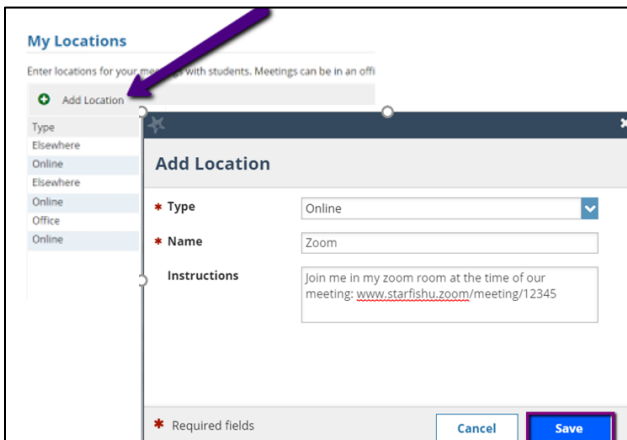
Step 3: Click **Appointment Preferences**

Step 4: Click **Add Location**

Step 5: Add in the additional locations needed

Note: In the *instruction box*, you can place your technology platform address for the virtual meetings (e.g. Teams, BB Collaborate, etc.). **Please note that students do not see these instructions when choosing their location – they only see what is entered in the “Name”.** These instructions are pulled into the message sent to them after the appointment is made. This box has a character limit, so further instructions can be added when you set your actual hours, along with information from the tips above.

Step 6: Click **Save**



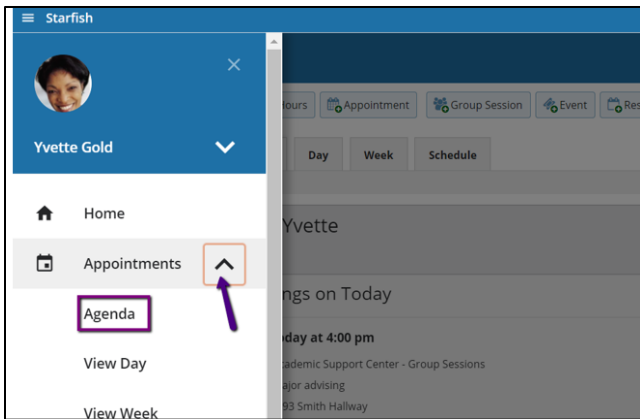
Step 7: Scroll up or down to click **Submit** to save your changes to the appointment preferences.

IF YOU HAVE ALREADY SET UP APPOINTMENTS – YOU MUST EDIT EACH BLOCK OF APPOINTMENTS

Step 8: Click the **Menu Icon**

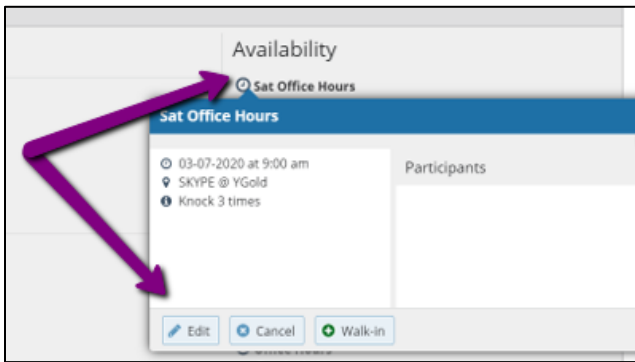
Step 9: Click the **Appointments** tab

Step 10: Click **Agenda**



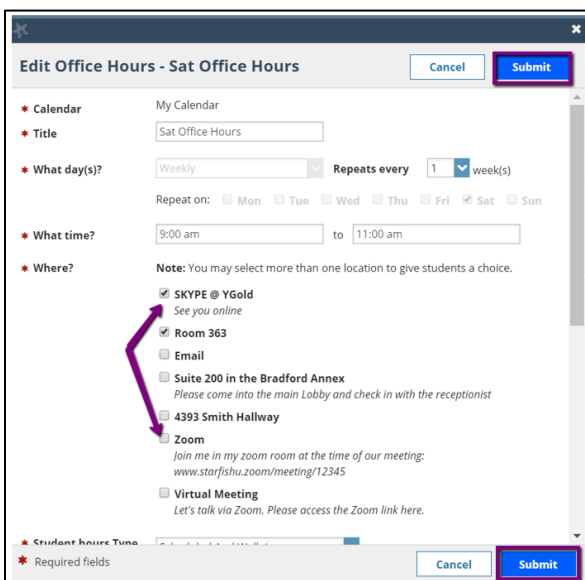
Step 11: Hover over the **calendar icon** until the dropdown appears

Step 12: Select **Edit**



Step 13: **Add and remove the appropriate locations** by selecting or unselecting the check boxes

Step 14: Click **Submit**



Step 15: Repeat as needed for the number of established office hour and/or group session series.