

ADDING LOCATIONS TO STARFISH APPOINTMENTS

(Before Or After Appointments Have Been Made)

A. Adding A Location Before Appointments Have Been Made

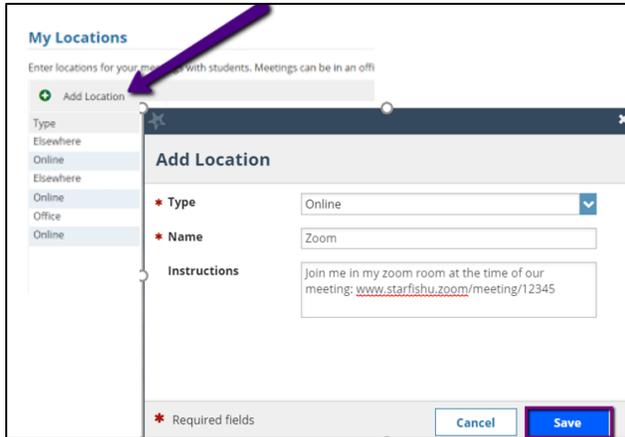
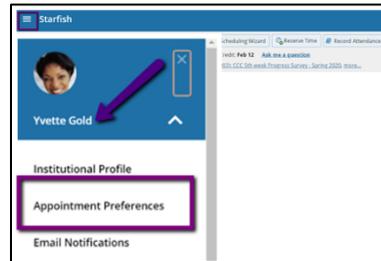
Step 1: Login to Starfish and Click the **Menu Icon**

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.

B. Adding A Location After Appointments Have Been Made

Step 1: Click the **Menu Icon**

Step 2: Click the **Appointments** tab

Step 3: Click **Agenda**

Step 4: Hover over the **calendar icon** until the dropdown appears

Step 5: Select **Edit**

Step 6: **Add and remove the appropriate locations** by selecting or unselecting the check boxes

Step 7: Click **Submit**

Step 8: Repeat as needed for all appointment/office hour blocks.

