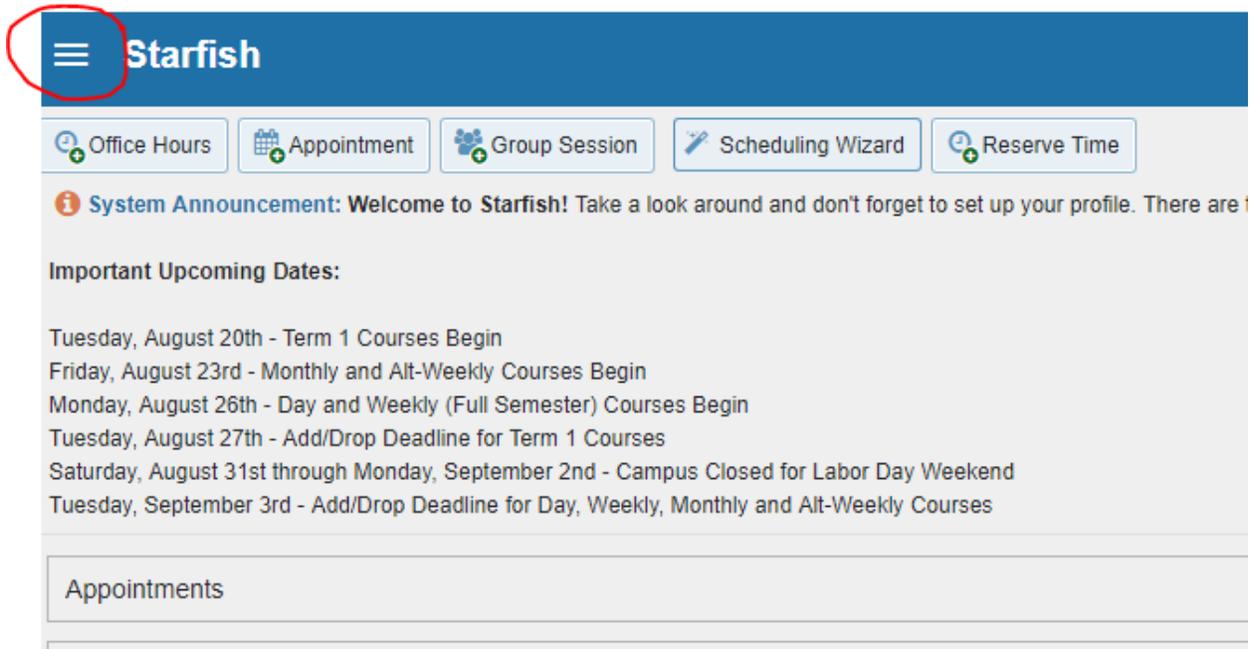


## Faculty Advisors Setting up Office Hours and Appointments in Starfish

After logging into Starfish, click on the hamburger menu at the top left corner.



Click on your name, and then click on the "Appointment Preferences" option.



**Institutional Profile**

**Appointment Preferences**

**Email Notifications**

Designate what your minimum appointment length should be, and set up a scheduling deadline for students.

## Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

**Minimum Appointment length**  

**Scheduling deadline:**

- None
-  the day before the office hours
-  the day of the office hours
- hour(s) before the office hours

Allow drop-ins after deadline has passed

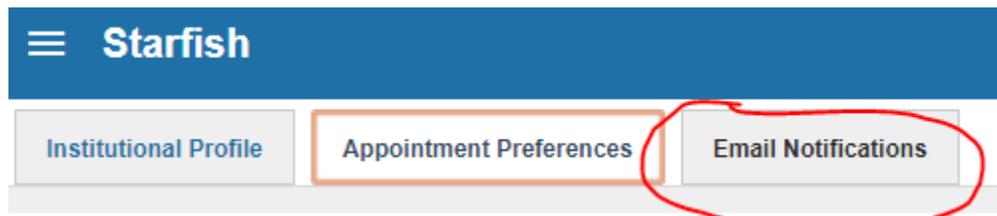
Add at least one meeting location. You can also add phone and email options. ***There must be at least one location in order to enable office hours.***

## 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		
Type	Name ▲	Instructions
Elsewhere	Email gilmorest@trinitydc.edu	
Office	Main 250	
Elsewhere	Payden Academic Center Lobby	
Phone	Phone (202)-884-9405	

Click the "Submit" button to save changes. Click on the "Email Notifications" tab.



***If you have specific office hour times on certain days, we recommend that you do not link your Outlook calendar to Starfish. Examples include only Mondays and Wednesdays from 2pm to 5pm or Tuesdays and Thursdays between 11am and 3pm.***

If you routinely meet with students throughout each workday outside of teaching and departmental meetings, linking your Outlook calendar to Starfish can be very helpful! Make sure to check the box next to “Read busy times from my external Exchange calendar,” and follow the directions provided to link the account. Click on the “Submit” button to save your changes.

**Appointments Notifications**

Planning Reminders  send me a separate email reminder for each appointment  
 send one email reminder with all appointments  
 don't send me an email reminder

Send Planning Reminders: 9:00 am the day of the appointments

Appointment Alerts:  Send me an email 15 minutes before the start of an appointment

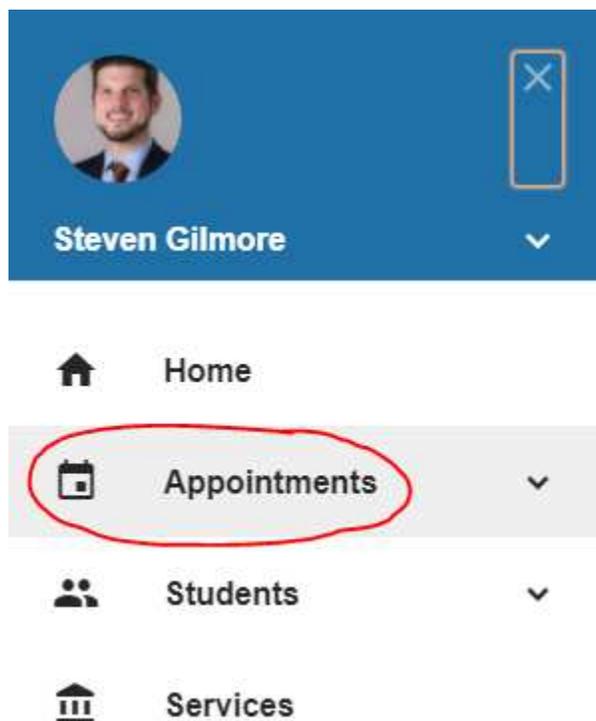
Send me an email with a calendar attachment for every:

change to my appointments  change to my Office Hours/Group Sessions

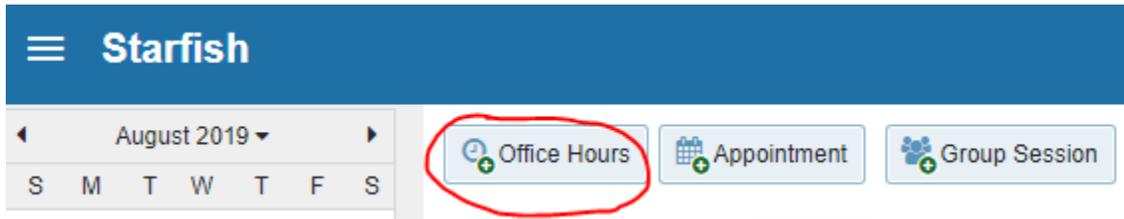
Read busy times from my external Exchange calendar

**Important:** In order for this setting to take effect, you must share your calendar with starfishcalendar@trinitydc.edu. [Click here for further instructions.](#)

Under the hamburger menu, select the “Appointments” option.



Click on the "Office Hours" button at the top of the page.



You can select how often these office hours will occur, start and end times, locations, scheduled and/or walk-in options, and the minimum/maximum appointment lengths. Click on the "Submit" button when finished.

A screenshot of the 'Add Office Hours' form. The form is titled 'Add Office Hours' and has 'Cancel' and 'Submit' buttons. The form fields are: Title (Office Hours), What day(s)? (Weekly), Repeats every (1 week(s)), Repeat on: (Mon, Tue, Wed, Thu, Fri, Sat, Sun), What time? (Enter Start Time to Enter End Time), Where? (Note: You may select more than one location to give students a choice. Email gilmorest@trinitydc.edu, Phone (202)-884-9405, Payden Academic Center Lobby, Main 250), Office hours Type (Scheduled And Walk-ins), How long? (15 minutes minimum appointment length, 15 minutes maximum appointment length). There are also tabs for 'Instructions' and 'Start/End Date'. At the bottom, there is a text area for 'These will be sent to anyone who makes an appointment.' and 'Required fields' with 'Cancel' and 'Submit' buttons.