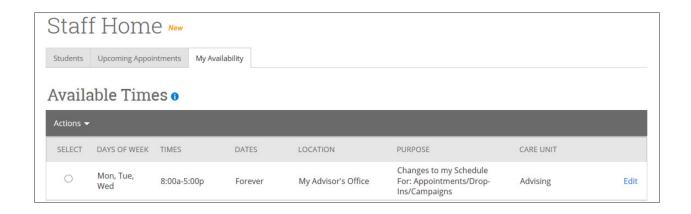


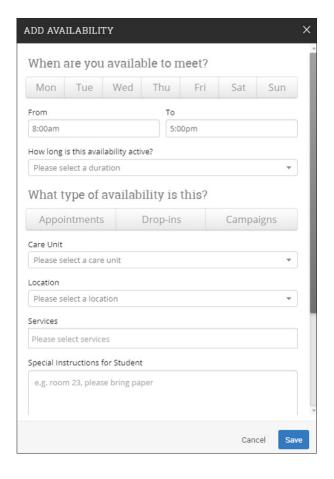


Setting Up Your Availability

Availability

As a new user, the first thing you need to do is set up availability so that students can schedule appointments to see you. It is important to note that locations and services are created by university administrators.





Add Time -

- **Step 1:** Click the Add Time button in the Actions Menu
- **Step 2:** Select the days and times when you are available to meet with students.
- Step 3: Select whether you will meet with students via appointments or drop-ins during that time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you.
- **Step 4:** Choose the location where you will be available.
- **Step 5:** Lastly, select which student services you can provide to students during this time.
- **Step 6:** Click the Save button. Repeat this process until all of your availabilities have been defined.





Setting Up Your Availability

Note: You can have as much availability as needed. There are two other options when adding Times Available.

Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time - to delete your time, simply select the time and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.

, , , ,	e.g. room 23, j	please bring paper
ese settings will not be used for kiosk and campaign purposes.		
These settings will not be used for kiosk and campaign purposes.		
Max Number of Students per Appointment	Will vou be	e meeting with multiple students?

- **Tip** Use the Special Instructions box under "Add Availability" to include personalized information, such as your office room number and location.
- **Tip** You are now able to create availability for group appointments by indicating how many students are able to schedule into the same appointment.

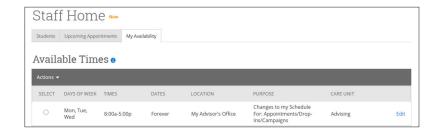


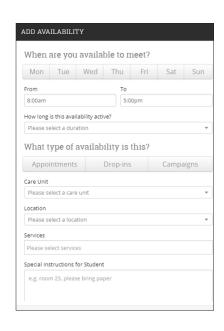


Setting Up Your Availability

Availability

As a new user, the first thing you need to do is set up availability so that students can schedule appointments to see you. It is important to note that locations and services are created by university administrators.





Add Time -

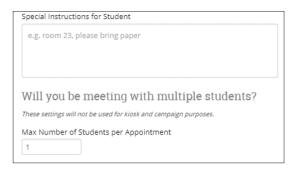
- Step 1: Click the Add Time button in the Actions Menu
- **Step 2:** Select the days and times when you are available to meet with students.
- **Step 3:** Select whether you will meet with students via appointments or drop-ins during that time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you.
- Step 4: Choose the location where you will be available.
- Step 5: Lastly, select which student services you can provide to students during this time.
- **Step 6:** Click the Save button. Repeat this process until all of your availabilities have been defined.

Note: You can have as much availability as needed. There are two other options when adding Times Available.

Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time - to delete your time, simply select the time and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.



- **Tip** Use the Special Instructions box under "Add Availability" to include personalized information, such as your office room number and location.
- **Tip** You are now able to create availability for group appointments by indicating how any students are able to schedule into the same appointment.