Appointment Preferences

1	Click **≡ Starfish** in the upper left-hand corner and then click on your name.
2	Select **APPOINTMENT PREFERENCES**.
3	Select your **MINIMUM APPOINTMENT LENGTH.**
4	Select your **SCHEDULING DEADLINE.**
5	To sync your Starfish & Outlook calendars, click here for instructions.
6	Add all possible **LOCATIONS**, including all types of office hours (physical, phone, online).
7	If others will be managing your calendar, select **ADD CALENDAR MANAGER**. Begin typing a user's name and select the individual from the search results and click **ADD CALENDAR MANAGER**. (To add student calendar managers, complete a role addition request form.)
8	Click **SAVE CHANGES**.