
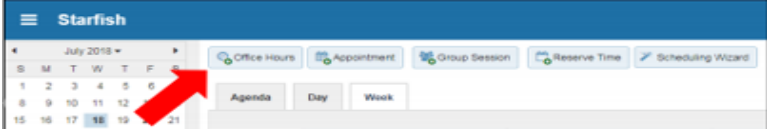


Individual Office Hour Set-Up

1	Click  Starfish in the upper-left hand corner and select APPOINTMENTS .
2	Click OFFICE HOURS . 
3	Enter the TITLE .
4	Select your days and repeat preference. <ul style="list-style-type: none">• It works best if you set up an office hour block for each day, instead of a block for the entire week. This allows for easier changes to office hour blocks in the future.
5	Enter remaining preferences.
6	Click SUBMIT .