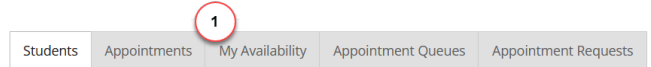
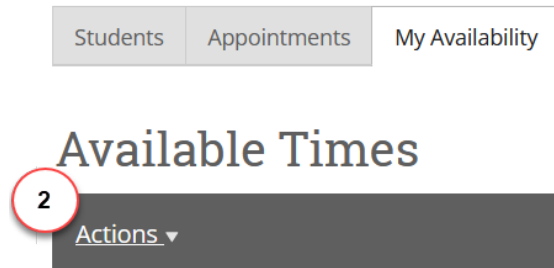


Creating Availability

1. Click the My Availability tab on the Home Page



2. Click on Actions below Available Times
 - a. Select Add Time



3. Configure availability on the Add Availability screen:
 - a. Choose the days for this availability
 - b. Select the start and end time for your availability
 - c. Choose how long you would like to make the time active (recommendation: choose "A Range of Dates" to define the timeframe for yourself)
 - d. Check the box to add the time to your personal availability link
 - e. Select the type of availability: Appointment, Drop-in, or both
 - f. Select your Meeting Type: Virtual, In-Person, Phone, etc.

The 'ADD AVAILABILITY' form is shown with the following elements highlighted by red circles:

- a**: The 'When are you available to meet?' section, specifically the days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- b**: The 'From' and 'To' time input fields, showing '8:00am' and '5:00pm' respectively.
- c**: The 'How long is this availability active?' dropdown menu, which is set to 'A Range of Dates'.
- d**: The checkbox labeled 'Add this availability to your personal availability link?', which is checked.
- e**: The 'What type of availability is this?' section, with 'Appointments' selected.
- f**: The 'Meeting Type' dropdown menu, which is currently empty and says 'Please select Meeting Types'.

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

- g. Select the correct Care Unit
 - h. Select your location (Virtual Campus is the option for those working remotely for the day)
 - i. Select the Services that are appropriate for an appointment with you
 - j. Add your URL for Zoom/ Teams/ etc. or enter a number for the students to call if they have questions
 - k. Add your instructions
4. Click Save! Your time is now published for students

ADD AVAILABILITY ✕

Meeting Type

Care Unit
g

Location
h

Services
i

URL / Phone Number
j

Special Instructions for Student

B *I* | |

k e.g. room 23, please bring paper

Cancel Save