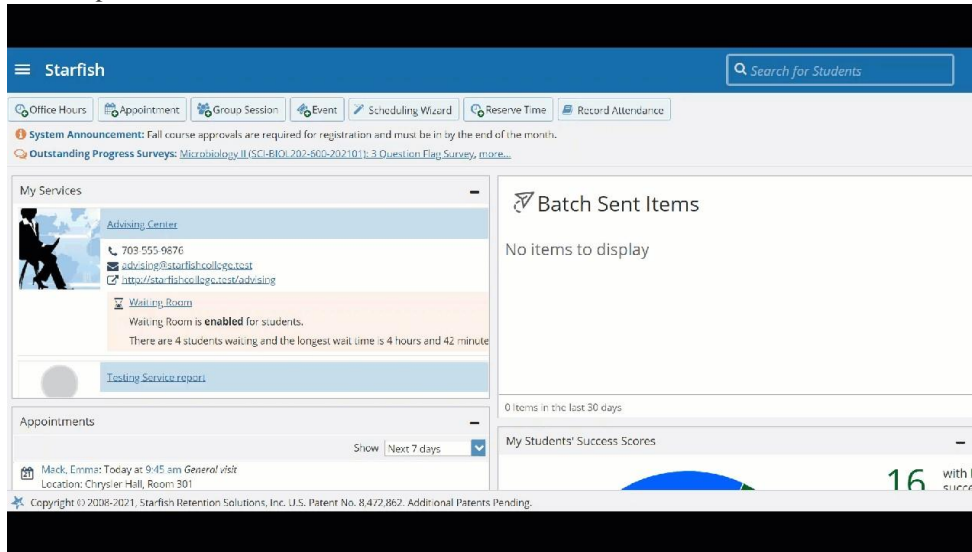# Appointment Preferences

Profile settings for meetings

You can manage your Starfish Appointments within the **Appointment Preferences** menu option.

Navigate to your profile by selecting the hamburger menu > select your name > then select **Appointment Preferences**.

Office Hour Defaults

Minimum Appointment Length

- Select the appropriate minimum appointment length that students should be able to make.

Scheduling Deadline

- Select the appropriate latest time or date that a student can schedule appointments.

- Select the **I want my schedule deadline to be flexible and allow drop-ins after deadline has passed**
  If you still allow walk-ins/drop-ins after the deadline for scheduled appointments has passed.

> **Note:** This option is only relevant for office hours that allow drop-ins (i.e. not scheduled-only office hours).

Office Hour Defaults

Customize appointment scheduling settings.

Minimum Appointment Length

[15 minutes ▾]

Scheduling Deadline

Set a deadline for students to schedule appointments prior to the start of your office hours.

(●) No Deadline

( ) The day **before** the office hours at:

[5:00 pm 🔒]

( ) The day **of** the office hours at:

[9:00 am 🔒]

( ) **Hour(s) before** the office hours:

[1]

[ ] I want my schedule deadline to be flexible and **allow drop-ins after deadline has passed.**

Calendar Sync

Starfish Calendar Sync

- Select options to sync **from** your Starfish Calendar **to** your External Calendar.

Appointment Change	When selected, each appointment that is changed in your Starfish Calendar will sync with your External calendar. (Recommended)
Change to my Office Hours and Group Sessions	When selected, each change to your Starfish Office Hours and Starfish Group Sessions will sync with your External calendar. (Recommended)

External Calendar Sync

- Select the appropriate External Calendar (Outlook or Google) options to sync busy times **from** your External Calendar **to** your Starfish Calendar.

Allow Starfish to read busy times **from** my Outlook Calendar	Elect whether to allow busy times from an external calendar (this requires integration with Exchange) to display on your Starfish calendar. This option will display based on the integrations that have been installed for your institution. If you have selected this option, follow the **Click here to opt in** instructions to complete the setup for your external calendar.
Allow Starfish to read busy times **from** my Google Calendar	Elect whether to allow busy times from an external calendar (this requires integration with Google Calendar) to display on your Starfish calendar. This option will display based on the integrations that have been installed for your institution. If you have selected this time option, follow the "click here" links and instructions to complete the setup for your external calendar. Paste your Google Calendar Link to complete the setup of your Google Calendar

Calendar Sync

Sync calendar items between your external calendar to your Starfish calendar

Starfish Calendar Sync

Select options to sync **from** your Starfish Calendar **to** your External Calendar

Email me calendar attachments for every:

☐ Appointment change

☐ Change to my Office Hours and Group Sessions

External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

Outlook Calendar Sync

⚠ **Important:** You must share your private calendar link with starfishconfig@hobsonsdev.com.
Click here for further instructions.

☑ Allow Starfish to read busy times **from** my Outlook Calendar

Google Calendar Sync

⚠ **Important:** You must share your private calendar link below with Starfish.
Click here for further instructions.

☑ Allow Starfish to read busy times **from** my Google Calendar

Paste Google Calendar Link

https://www.google.com/calendar/ical/vgoldstarfish%40gmail.com/priv;

My Locations

- Select the **Add Location** link to add a new location.

- Select the ellipsis ⋮ to **Edit** or **Delete** a location.

My Locations

Customize your appointment locations.

⊕ Add Location

Name	Type	
Chrysler Hall, Room 301 Instructions Knock once and enter	Office	⋮
Wimba Instructions access via your Blackboard course	Online	⋮

Calendar Management

1. Select **Add Calendar Manager.**

2. Select a name from the drop down.

3. Select **Submit**

   To remove or delete a Calendar Manager:

- Select the delete icon ⊗ associated with the Calendar Manager name.

> **Note:** If you see the information icon ⓘ or the calendar locked icon 🗓 associated with the Calendar Manager, this indicates that the Calendar Manager was added by your Starfish Administrator and can only be removed by your Starfish Administrator.