1. Click on the Home menu icon in the upper left corner.

2. Click Appointments

3. Click Schedule Wizard to begin your set-up

   A. **Title**: name your office hours. Here you can assign a specific title for a new time block (ex. Advising Session).

   B. **Where**: review your listed location for meetings. You must add an office location under Appointment Preferences in order to allow students to schedule appointments with you. *See How to Set Up Office Hours

   C. **How Long**: select the maximum and minimum appointment length within your scheduled blocks of time.

   D. **Appointment Type**: specify what type of appointments are available to schedule during your time blocks. Select Academic Advising for advising blocks. **At least one option must be selected.**
Select Next

a. Insert the blocks of time you would like to designate for your appointments:
A. You can add multiple short blocks on one day OR insert a single block of time.