Setting up Office Hours (Faculty and Staff)

Key Notes:

o   Keep in mind that these hours will sync with Outlook so you do not have to worry about overlapping appointments. Once an appointment is made via WARRIORfish, it will appear on your Outlook calendar as well.

Create Office Hours

o   Go to your WARRIORfish homepage and click on the Office Hours button in the upper left corner.
o   After this a window should open where you can customize what office hours are available for students to see.
o   You can also configure minimum and maximum appointment time, locations, and add instructions to be sent to anyone who makes an appointment.