

## Setting up Office Hours (Faculty and Staff)

### Key Notes:

- 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

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

**Add Office Hours**
Never Mind Submit

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\* **Title**

\* **What day(s)?** Weekly ▼ **Repeats every** 1 ▼ week(s)

Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

\* **What time?**  to

\* **Where?**

**Type** ▼

**Details**

**Instructions**

\* **Office hours Type** Scheduled And Walk-ins ▼

*Take either scheduled appointments or walk-ins*

\* **How long?**

15 minutes ▼ minimum appointment length

15 minutes ▼ maximum appointment length

\* **Appointment Types** Select the types of meetings you will have in these office hours.

Academic Advising (TEST)  Course Related

Instructions

Start/End Date

These will be sent to anyone who makes an appointment.

\* Required fields
Never Mind Submit