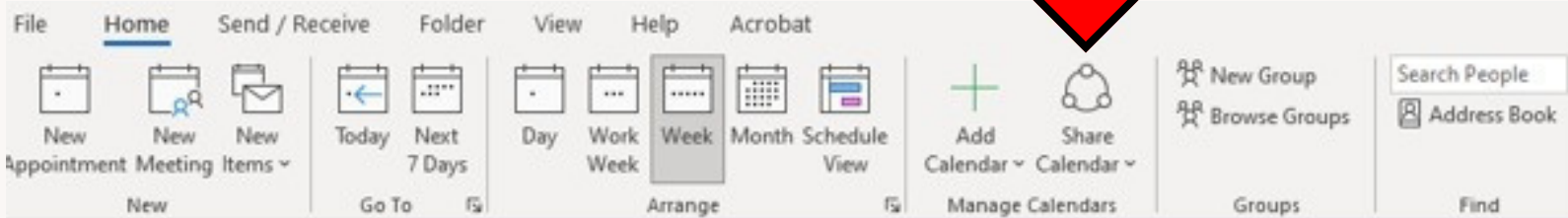


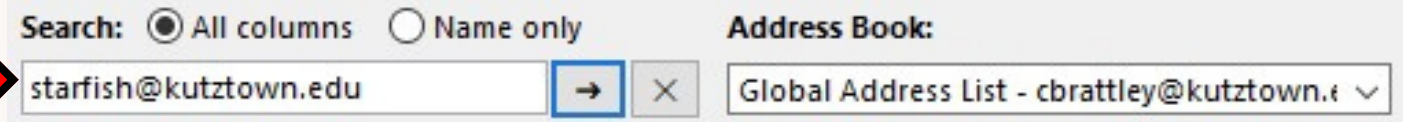
## STEP 1

### IN MICROSOFT OUTLOOK, SHARE CALENDAR WITH STARFISH@KUTZTOWN.EDU

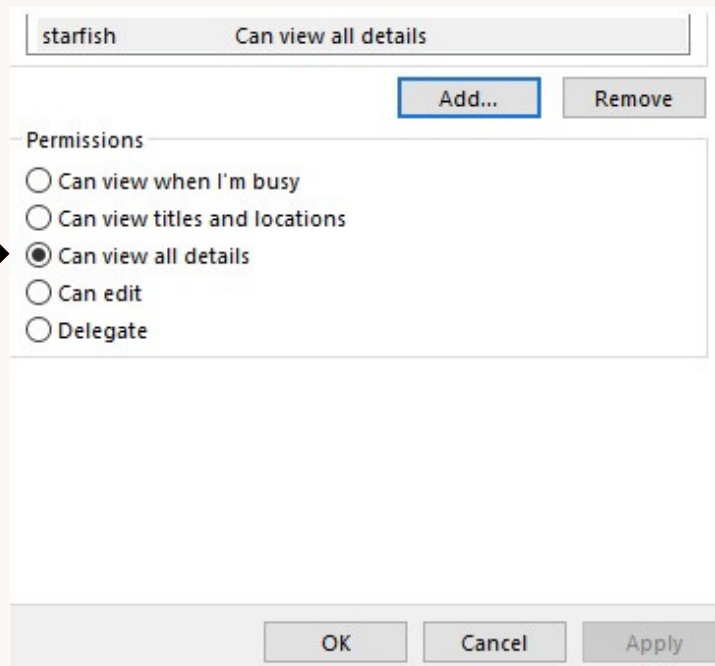
1A. SELECT "SHARE CALENDAR"



1B. TYPE IN "STARFISH@KUTZTOWN.EDU" (CONFIRM ADDRESS BOOK IS GLOBAL ADDRESS LIST), THEN SELECT "ADD"



1C. SELECT "CAN VIEW ALL DETAILS" THEN SELECT "APPLY"



## STEP 2

**IN STARFISH EXTERNAL CALENDAR SYNC, CHECK BOX FOR STARFISH TO READ BUSY TIMES FROM OUTLOOK CALENDAR**

The screenshot shows the Starfish user interface. At the top, there is a navigation bar with the Starfish logo and a hamburger menu icon. Below the navigation bar, there are two tabs: "EDIT PROFILE" and "APPOINTMENT PREFERENCES". The "APPOINTMENT PREFERENCES" tab is selected and highlighted in red. The main content area is titled "Calendar Sync" and contains the following sections:

- Starfish Calendar Sync**: Sync calendar items between your external calendar to your Starfish calendar. 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 calendar with starfish@kutztown.edu. [Click here](#) for further instructions.
  - Allow Starfish to read busy times from my Outlook Calendar

A large red arrow points to the "Allow Starfish to read busy times from my Outlook Calendar" checkbox.

## STEP 3

3A.

**IN YOUR PROFILE, SLIDE THE BUTTONS TO ACTIVATE YOUR URL**

The screenshot shows the Starfish user interface. At the top, there is a navigation bar with the Starfish logo and a hamburger menu icon. Below the navigation bar, there are two tabs: "EDIT PROFILE" and "APP". The "EDIT PROFILE" tab is selected and highlighted in red. The main content area is titled "Profile Settings" and contains the following sections:

- Preferred Login Page**: A dropdown menu showing "Default Login Page".
- Share Links**: Share your appointment and/or profile link with students and other staff members. [Show Me How](#)
- Link to schedule an appointment with me**: <https://kutztown.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/6118/schedule>  
[Copy URL to clipboard](#)
- Make URL available on my profile in the Service Catalog for other staff.
- Link to view my profile**: <https://kutztown.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/6118>  
[Copy URL to clipboard](#)
- Make URL available on my profile in the Service Catalog for other staff.

Two large red arrows point to the toggle switches for the URL activation options.



## 3B. ADD YOUR LOCATIONS

EDIT PROFILE

APPOINTMENT PREFERENCES

**▲ Important:** You must share your calendar with starfish@kutztown.edu  
[Click here](#) for further instructions.

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

### My Locations

Customize your appointment locations.

 [+ Add Location](#)

Name	Type	
Zoom	Online	⋮
Rohrbach Rm 11	Office	⋮
<b>Instructions</b> Please check in with the secretary.		

# ADDING OFFICE HOURS

**THIS OPTION IS DESIGNED FOR SETTING UP A RECURRING BLOCK OF TIME (ON A REGULAR PATTERN, SUCH AS WEEKLY OR DAILY AT A CERTAIN TIME).**

IF YOU WANT TO SET UP A GROUP OF OFFICE HOURS THAT ARE LESS STRUCTURED, USE THE SCHEDULING WIZARD.

## STEP 1

ON YOUR STARFISH HOME PAGE, SELECT "OFFICE HOURS"



## STEP 2

CUSTOMIZE YOUR OFFICE HOURS

A screenshot of the "Add Office Hours" form. The form is titled "Add Office Hours" and has a "Never Mind" button and a "Submit" button in the top right corner. The form fields are as follows:

- Title:** "Office Hours" (text input)
- What day(s)?** "Weekly" (dropdown), "Repeats every" "1" (text input), "week(s)" (dropdown)
- Repeat on:** "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun" (checkboxes)
- What time?** "Enter Start Time" (text input) to "Enter End Time" (text input)
- Where?** "Note: You may select more than one location to give students a choice."
  - Chrysler Hall, Room 301 (Knock once and enter)
  - Wimba (access via your Blackboard course)
- Office hours Type:** "Scheduled And Walk-ins" (dropdown), "Take either scheduled appointments or walk-ins" (text)
- How long?** "15 minutes" (dropdown), "minimum appointment length" (text); "15 minutes" (dropdown), "maximum appointment length" (text)
- Appointment Types:** "Select the types of meetings you will have in these office hours."
  - Advising
  - Teaching
  - Weekly Teaching Check-in
  - Event
  - Weekly Advising

At the bottom, there are "Instructions" and "Start/End Date" buttons, and a note: "These will be sent to anyone who makes an appointment." There is also a "Required fields" section and "Never Mind" and "Submit" buttons at the bottom right.

ADDITIONAL RESOURCES FOR

OFFICE HOURS AND

SCHEDULING WIZARD:

[CLICK HERE](#)