


Add an Appointment to your Calendar

1	Click  Starfish in the upper-left hand corner and select APPOINTMENTS .
2	Add an appointment by clicking the ADD APPOINTMENT button or selecting a time within your office hours.
3	Begin typing the name of the student in the drop-down list box. Select the desired student.
4	Select when the meeting will take place if you selected the first option of adding an individual appointment.
5	Select WHERE the meeting will take place if you have multiple possible locations.
6	Select a REASON for the meeting and, if relevant, the COURSE .
7	Select whether the meeting will be SHARED or PRIVATE .
8	Type a DETAILED DESCRIPTION for the meeting (recommended).
9	Click SUBMIT .