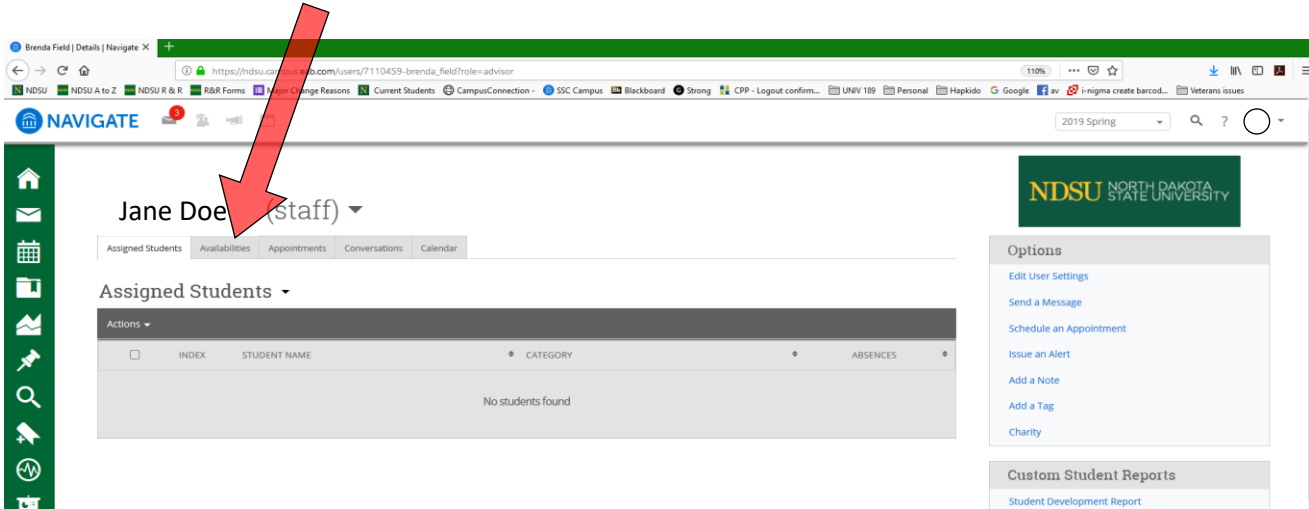
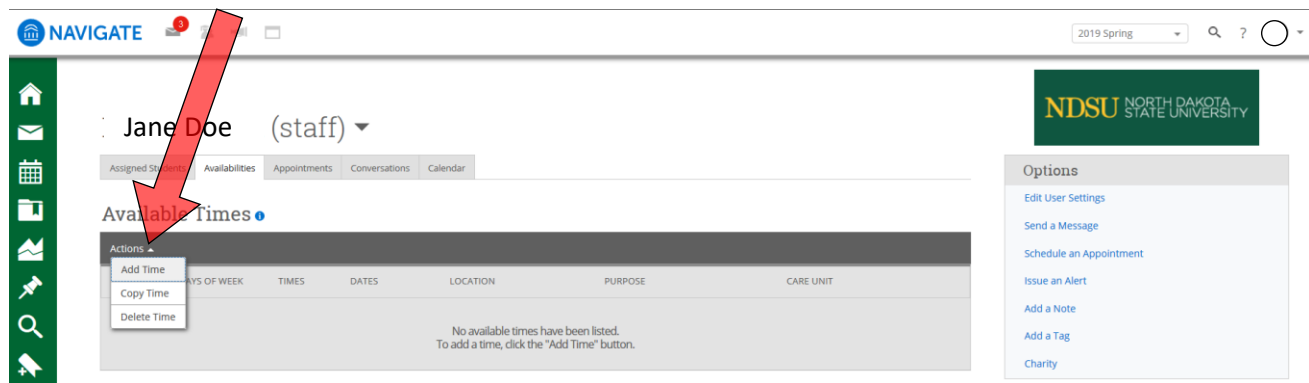


How to Set Your Availability for Appointments

1. To set up your availability so you can make appointments with students, you will need to select **Availabilities** from the Navigate home screen



2. Click the **Action** tab in the Available Times section and select **Add Time**.



3. You now can select the days of the week and time of the day you will be available for student appointments.
4. You then need to select how long your availability is active. You can pick for the **semester**, a **specific set of dates** or **forever**.
5. Now select **Appointments** tab. Then in the Care Unit tab select **Advising**, In the Location tab select **the major you advise for** and in the Services tab select **Advising for My Major**.
6. In **Special Instruction for Student** you can put in a message the students will see in the confirmation email. *We suggest you included your Office location and Phone number.*

The 'ADD AVAILABILITY' form contains the following fields and options:

- When are you available to meet?**: Days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- From**: 8:00am, **To**: 5:00pm.
- How long is this availability active?**: Please select a duration.
- What type of availability is this?**: Appointments, Drop-ins, Campaigns.
- Care Unit**: Please select a care unit.
- Location**: Please select a location.
- Services**: Please select services.
- Special Instructions for Student**: A text area with formatting options (B, I, list, link, undo, redo).

Red arrows from the text above point to the days of the week, the duration dropdown, the 'Appointments' tab, the Care Unit dropdown, the Location dropdown, and the Special Instructions text area.