2. Click on LOGIN WITH NETID and enter NDUS credentials.
3. On the left side panel, click on the calendar button.
4. In the middle of the page, click “Click here to create availability.”
5. On the first highlighted box (Scheduling available to*), it is imperative to click the “x” on All students faculty. This box will now be empty, so now type in “My Assigned” and My assigned students will populate, select that option. This ensures you won’t have students who are not your advisees schedule appointments.

On the second highlighted box “Scheduling deadline for students,” this allows you the flexibility to determine how much time in advance a student can schedule.

6. On the Appointment Modality options, choose how you want students to meet with you. Please make sure to have your Zoom link ready to add in another box if choosing virtual.
7. **Date**= The date you want this availability to start  
   * **Start Time**= Time each day (you will select soon) that could be available.  
   * **End Time**= Time each day that will end your availability.  
   **Repeat Option**= Chose Repeats Weekly so the days of the week show up, otherwise it will automatically allow appointments on the weekend.  
   **Days of the week**= Select which days you want to be available.  
   **Slot Duration**= Choose how long you want the appointments to be.  
   * The system is connected with your NDSU Outlook Calendar as it is the official email/client for NDSU and NDUS.

8. Once you have added the above items, you will see time slots on the right. You can select timeslots to block every day (such as a lunch timeframe).
9. Once everything is filled in, click “add.”

10. You will likely get a pop-up saying there are conflicts. This is good as it is communicating with your calendar. Click ok, and then click “add” again.

11. Next, open up your Outlook calendar, go to the first day you started the availability. Right click on the appointment series and choose “delete” and then “delete series.” This does not delete your availability, but it ensures your calendar is not cluttered.

12. Your advisees can now easily schedule a meeting with you.