Add/Edit/Remove Office Hour Locations within Starfish

In some instances, you want to modify your existing office hour locations. This is a two-step process. First, you will need to add the location in your Appointment Preferences, then it becomes available in the list of locations when editing your Office Hours.

Step 1: To add your Office Hours Location(s):

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointment Preferences**.
3. In the My Locations section, select **Add Location**.
4. In the Location Type dropdown, select the appropriate location type.

Tip: Select **Online** if you’d like to add a virtual location such as Zoom. The Zoom link is pulled into the default Starfish appointment type message and displays as a clickable link to the student in the email message.
5. In the Location Name, enter specific details (e.g., room number, room name, zoom meeting).
6. In the Instructions field, enter instructions for finding the meeting location or link to the virtual meeting.
7. When finished, select Add Location.

The location displays in the grid under My Locations.

To edit your Office Hours Location(s):
1. Log into Starfish, then click the hamburger menu.
2. Click on your Name, then select Appointment Preferences.
3. Identify the location you would like to edit in the My Locations section, then select the **Ellipsis**: then select **Edit**.

4. In the Location Type dropdown, select the appropriate **Location Type**.
Tip: Select **Online** if you’d like to add a virtual location such as Zoom. The Zoom link is pulled into the default Starfish appointment type message and displays as a clickable link to the student in the email message.

5. In the Location Name, enter specific details (e.g., room number, room name, zoom meeting).
6. When finished, select **Save Changes**.

To delete your Office Hours Location(s):

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointment Preferences**.

3. Identify the location you would like to delete in the My Locations section, then select the **Ellipsis** ⋮, then select **Delete**.
Step 2: Edit Existing Office Hours Locations

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointments**, then **Agenda**.
3. Hover over the **calendar icon** until the pop-up window appears, then select **Edit**.
4. In the **Where?** section, modify the locations as appropriate, then click **Submit**.