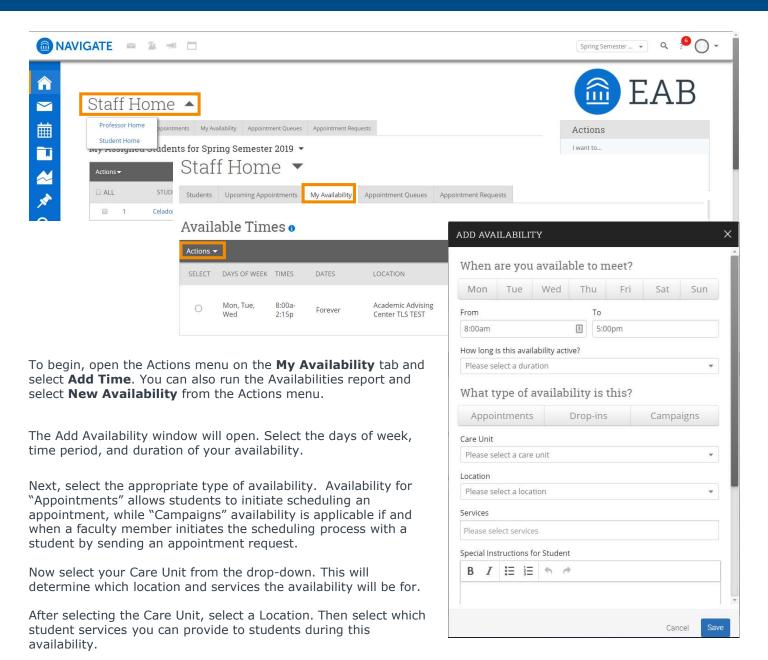
Setting Your Availability to Meet with Students

Use "Availability" in Navigate to allow students to see when you are available to meet for office hours and/or advising activities.

Availability can be found on the **My Availability** tab of the Staff Home screen. Availability allows faculty to indicate the days, times, locations, and services for which they are available to meet with students. You may choose to allow students to schedule appointments in advance via student or faculty initiated scheduling.



Click the **Save** button.

for.

Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

If any Service you select is tied to a Course, a Course menu will appear and you will need to select the Course you are available