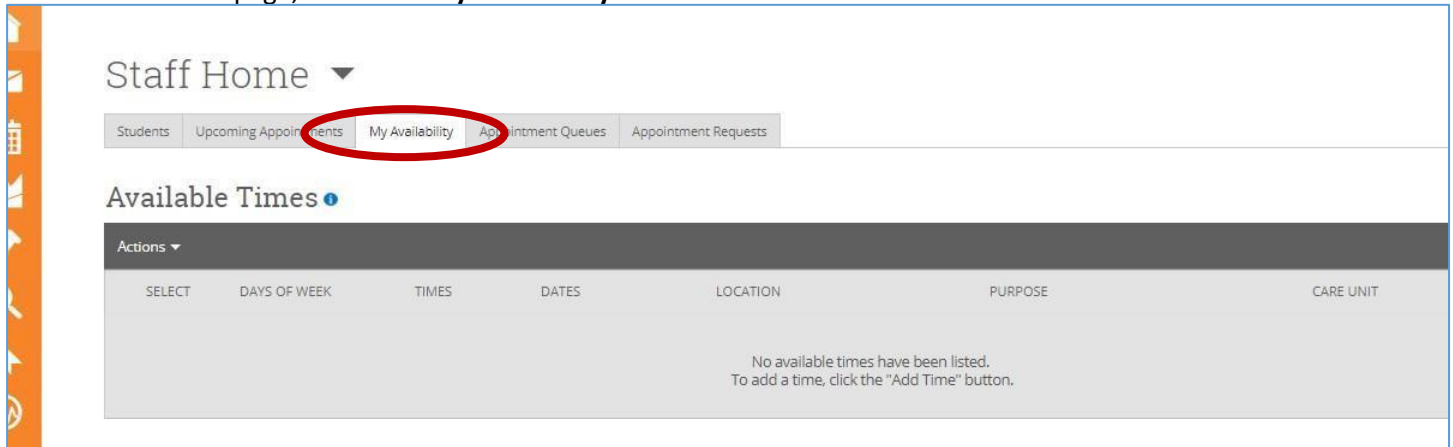


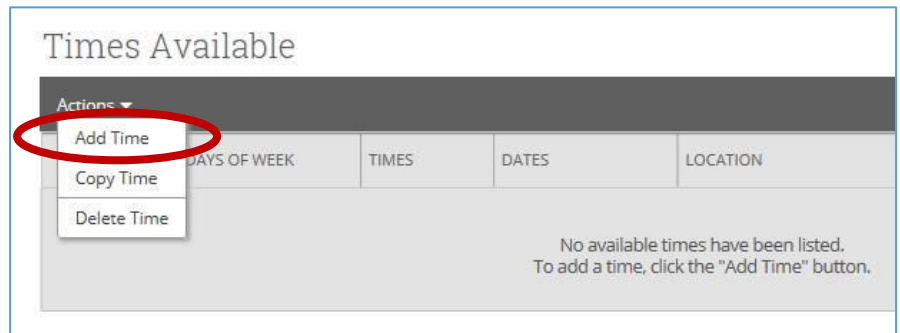
# How to Set Availability

Setting availability in Campus Connect is required for Advisors to access students in a drop-in queue or for students to be able to self-schedule appointments. Please also see the **Calendar Integration** user guide, to integrate your Campus Connect and Outlook calendars with two-way syncing.

On the **Staff Home** page, select the **My Availability** tab.



In the **Available Times** section, from the **Actions** drop-down menu, select **Add Time**. **Copy Time** or **Delete Time** will be available as actions after at least one block of time is added.



In the **Add Availability** popup box, set each of the following, then **Save**.

- **When are you available to meet?** set the days of the week you are available
  - o Days are selected individually; select days to **include**.
  - o When selected, your options will change from grey to bolded text

- **From & To:** use the drop-down fields to set the starting and ending time that you are available for the days selected
- **How long is this availability active?** (set the duration of this availability block)
  - **<current semester>** (the default first option);
  - **A Range of Dates** (to set targeted start and end dates);
  - or
  - **Forever**
- **Type:**
  - Select **Drop-ins**, **Appointments**, or **both** (and/or appointment Campaign availability, too)
  - When selected, your option will change from grey to bolded text
- **Care Unit:** select your care unit (see your supervisor if you have questions about which one to use)
- **Location:** select your **support center**
- **Services:** these are preset in the platform, according to the Location; select all that apply
- **URL / Phone Number:** provide a Zoom link for Zoom appointments or your phone number for phone appointments.
- **Special Instructions for Student:**
  - Include details here that you want the student to see (e.g., “Please bring your Sam ID card,” etc.) in confirmation and reminder emails.
- **Will you be meeting with multiple students?**
  - Adjust this number if you want to allow multiple students to schedule with you at the same time.

The screenshot shows the 'ADD AVAILABILITY' dialog box with the title 'When are you available to meet?'. At the top, there are seven tabs for the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. Below the tabs, there are two input fields: 'From' with the value '8:00am' and 'To' with the value '5:00pm'. At the bottom, there is a dropdown menu labeled 'How long is this availability active?' with the selected option 'Spring 2019'.

The screenshot shows the 'ADD AVAILABILITY' dialog box with the title 'What type of availability is this?'. At the top, there are three tabs: Appointments, Drop-ins, and Campaigns. Below the tabs, there are several input fields: 'Care Unit' (Please select a care unit), 'Location' (Please select a location), and 'Services' (Please select services). There is also a text input field for 'URL / Phone Number' with an information icon. Below that is a rich text editor for 'Special Instructions for Student' with formatting options (B, I, list, link, undo, redo). At the bottom, there is a question 'Will you be meeting with multiple students?' and two buttons: 'Cancel' and 'Save'.

As mentioned before, you will need to **Add Time** initially, but can then **Edit** or **Copy Time**, if you have multiple blocks for which your availability may be in different locations, etc.

**Note:** *With functioning two-way calendar integration between Campus Connect and Outlook, you can set a block of time in Campus Connect over multiple days, then effectively block that time by creating an appointment (usually recurring, such as a lunch break) in Outlook. See also the “How to” guide on **How to Integrate Outlook 2016**.*

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