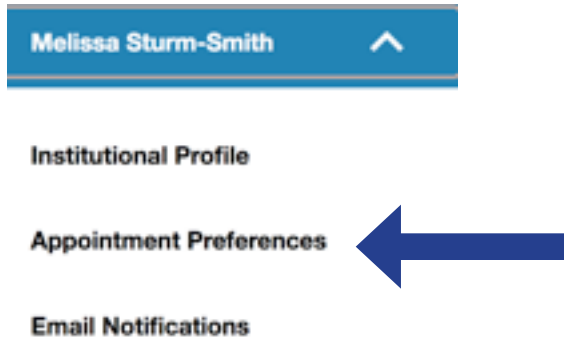


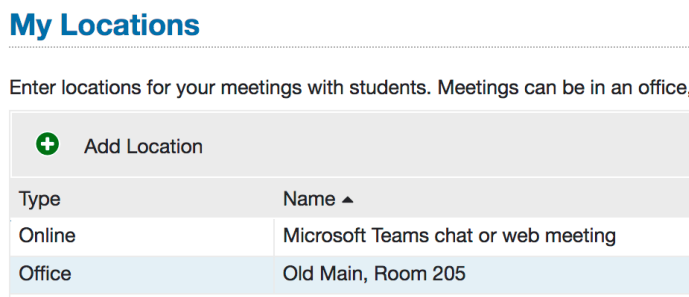
Create a virtual office location for your appointments

If you have not done so already, please consider adding a new meeting location in Starfish to make it easy for students to schedule a virtual meeting.

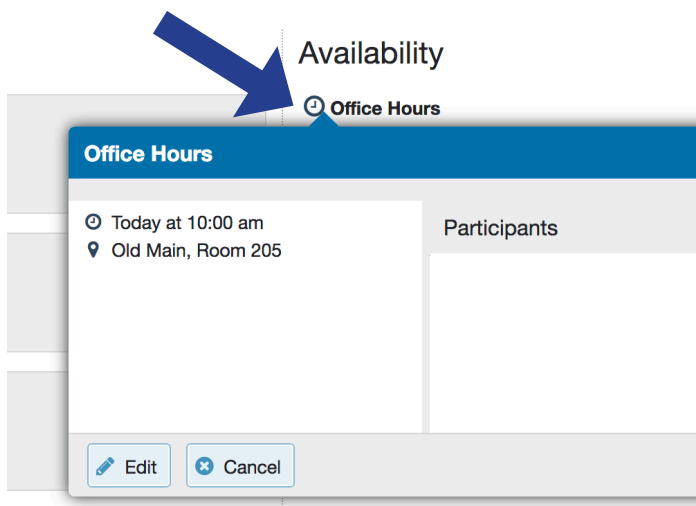
1 Choose the drop-down menu right next to your name: Select appointment preferences.



2 Add a new meeting location. You can provide options for a video chat through Teams, or a phone meeting:



3 Next, edit your office hours to include the new location: Hover over the clock icon next to the words office hours, and the box below will appear – select edit



4 Finally, select the new virtual location you created by checking the box:

