

Creating Availabilities in Navigate

To begin, open the Actions menu on the **My Availability** tab and select **Add Time**.

| SELECT | DAYS OF WEEK | TIMES | DATES | LOCATION | PURPOSE | CARE UNIT | |
|-----------------------|-------------------------|-------------|---------|--------------------------|--|------------------|----------------------|
| <input type="radio"/> | Mon, Tue, Wed, Thu, Fri | 8:00a-4:00p | Forever | Business Advising Center | Change Major/Minor, Changes to my Schedule, Selecting a Major For: Appointments/Drop-Ins | General Advising | Edit |

The Add Availability window will open. Select the days of week, time period, and duration of your availability.

Next, select your Availability type(s). You can choose more than one at a time, e.g. you can set availability for both Drop-In and Appointments at the same time.

Now select your Care Unit from the drop-down. This will determine which location and services the availability will be for.

After selecting the Care Unit, select a Location. Then select which student services you can provide to students during this availability. You must select a Care Unit, Locations, and at least one Service.

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 for.

If there is a phone number or a URL (for example a Zoom or GoToMeeting link) for the meeting, especially for remote meetings, enter it in the URL / Phone Number field. A clickable version of this link will appear for students who create an appointment during the availability.

You can now optionally enter special instructions for this availability and determine how many students can be in one appointment. If you do not select a

Max Number of Students per Appointment, the number will be capped at 1.

Note: The special instructions will be included in the initial notification to the student regarding this scheduled appointment, in addition to subsequent appointment reminder emails. We recommend including general instructions, like your office location or how to check-in for the appointment upon arrival.

Click the **Save** button. Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.