

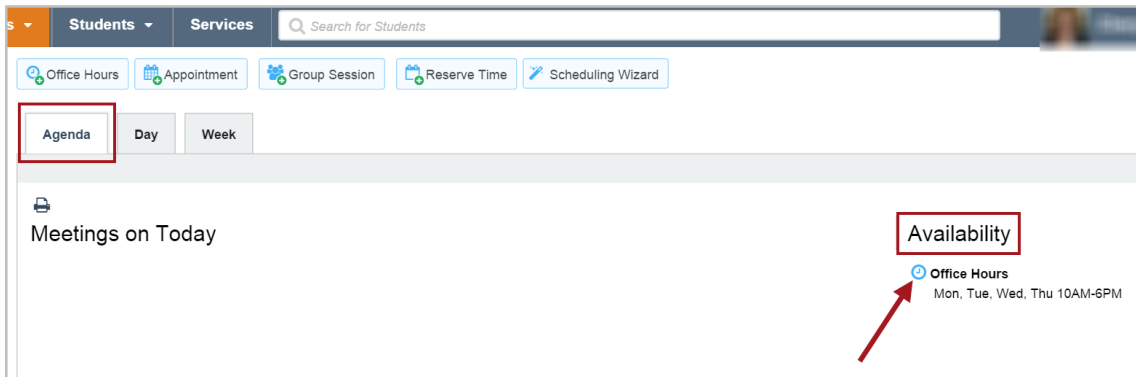
Instructions

Follow the steps listed for editing office hours.

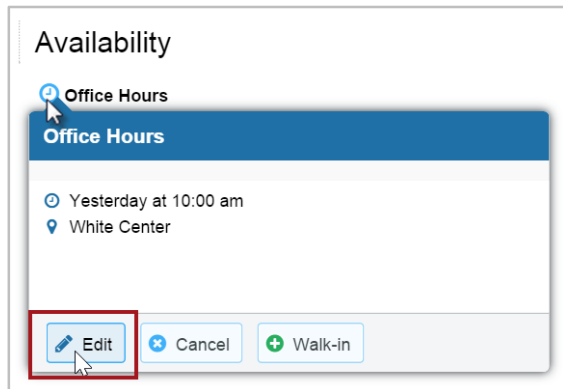
1. Log into uSucceed
2. Click on the **Appointments** button to view and edit office hours.



3. On the **Agenda** tab in the **Availability** section, move the mouse on top of the clock icon next to the office hours to view the Office Hours menu.



4. Click the **Edit** button on the Office Hours menu to edit the current office hours.



Note: To edit the days of the week for Office Hours, cancel the Office Hours series completely and add a new set of Office Hours. Click on the **Cancel** button on the Office Hours menu to remove an Office Hours series.

How to Edit Office Hours

- In the **Edit Office Hours** window that pops up, edit the information as needed for the new office hours. Click **Submit** to save your office hours when finished.

Edit Office Hours - Office Hours Never Mind Submit

* **Title**

* **What day(s)?** Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* **What time?** to

* **Where?** Type: Details: Instructions:

* **Office hours Type** Take either scheduled appointments or walk-ins

* **How long?** minimum appointment length maximum appointment length

* **Appointment Types** Select the types of meetings you will have in these office hours.
 Faculty Advisor Meeting Instructor Meeting

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit

- To edit **Office Locations**, click on **Appointment Preferences** in your **Profile**.
 - Click **Add Location** to add a new location to your *My Locations* listing.
 - Click the **pencil icon** to edit and office location.
 - Click **Submit** when finished editing your Appointment Preferences.

Institutional Profile **Appointment Preferences** **Email Notifications** Never Mind Submit

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

Type	Name	Instructions	
Office	Harborside Academic Center		
Office	White Center		