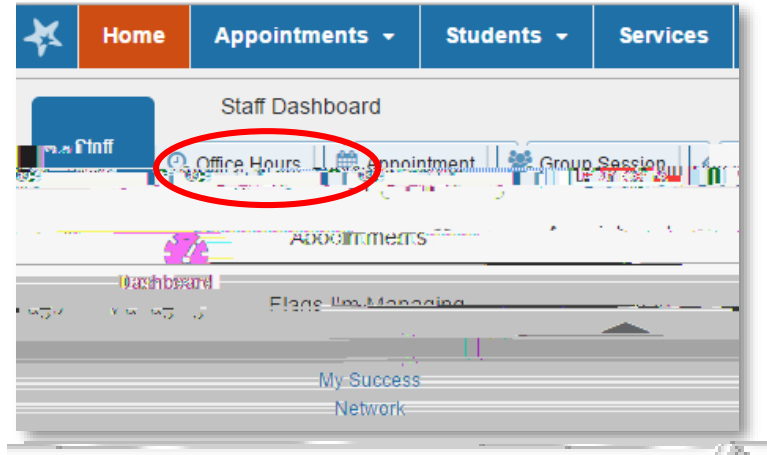# Configuring Your Office Hours in Starfish

Another customization you will want to configure when you first **Office Hours** will tell students when you are, and are not, available.

1. From your home page click **Office Hours** .

2. Enter **Title**, **Days**, **Time**, **Where**, **Type** and **How Long** (duration).

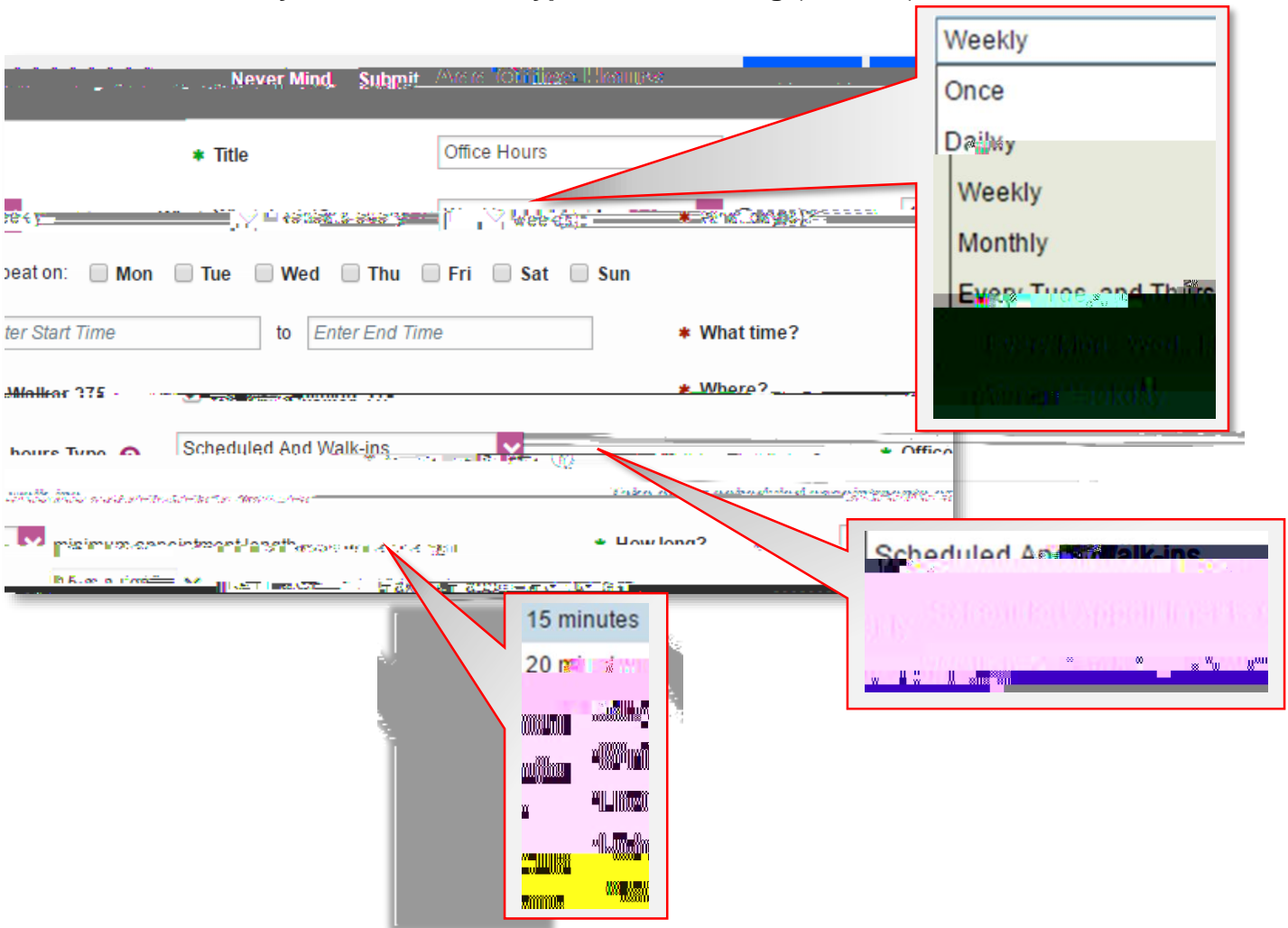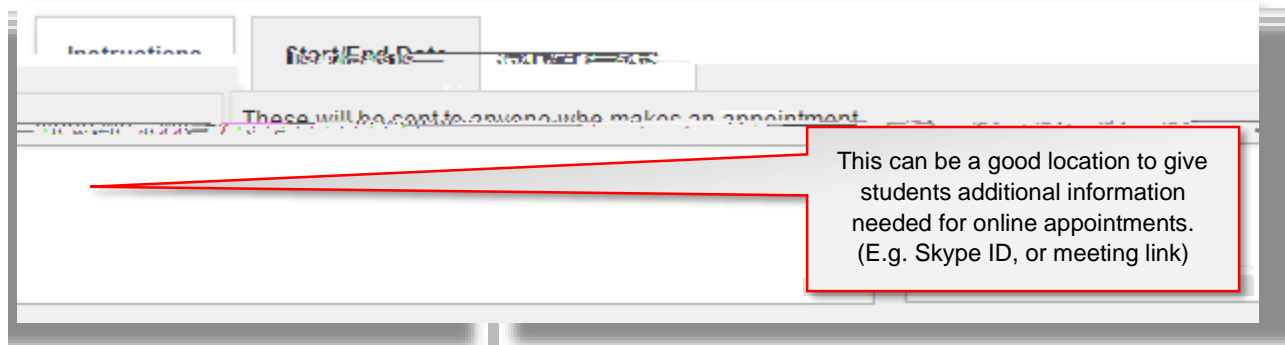Questions? Please contact advising@radford.edu

Configuring Your Office Hours in Starfish

3.   **Instructions** tab you can leave a message for anyone that schedules an appointment with you.

> These will be sent to anyone who makes an appointment.

> This can be a good location to give students additional information needed for online appointments. (E.g. Skype ID, or meeting link)
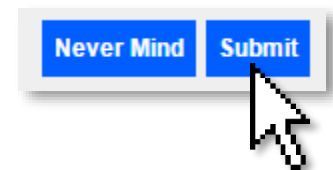
4.   **Star/End Date** tab you can choose the duration of a certain set of office hours. You can rename these at the top of the page if you have more than one, to help distinguish between them.

> After
> Never
> End of Term
> On Date
> After

5. Finally,   -hand corner.

Never Mind   Submit

Questions? Please contact advising@radford.edu