JSU Navigate: Advisor Time Availability Guide

This is an important first step that will allow you to then create appointments with students.

1. From your Advisor home screen, select the "My Availability" tab.
2. Edit your Appointment Constraints. *Hours in Advance* controls the number of hours in advance of an appointment a student must schedule. *Default Appointment Length* controls the length of meeting time that students can schedule. Both constraints can be overridden by certain users, but not by students.
3. Select "Add Time" from the Actions menu to set up your first window of availability.
4. Use "Copy Time" to save steps with setting up additional times.
5. Follow the prompts to choose the day(s), hours, appointment type, location, and advising services you provide (i.e. Advising).
6. Add additional information in the details box. **Be sure to include your office room number.** This information is included in the confirmation email sent to the student.
7. Use the Calendar Sync Quick Guide on www.jsu.edu/navigate/advising to learn how to sync your Outlook calendar to prevent students from scheduling during other meeting times.