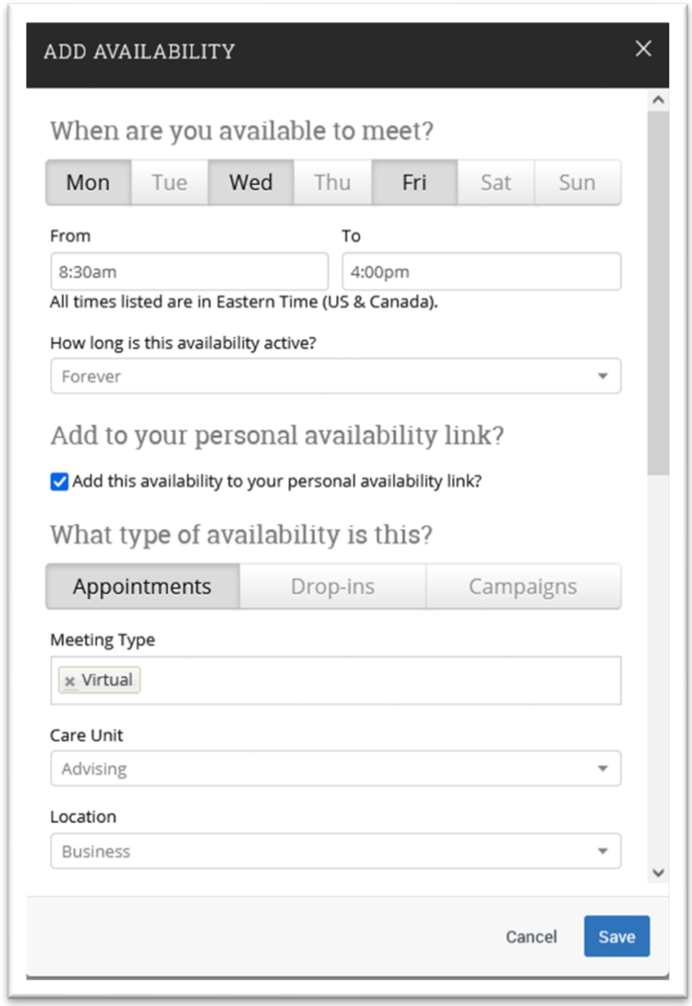
# Navigate360: Create Availability

*Availability allows staff to indicate the days, times, locations, and services they offer during appointments.*

## 1. Create a block of available times for student appointments

- Click the *Home* icon from the left navigation bar.
- On the *Staff Home* page, click the *My Availability* tab at the top.
- In the *Available Times* box, click *Actions*.
- Choose *Add Time* from the drop-down menu. An *Add Availability* box will appear.
- Select the days of the week for appointment availability by clicking the boxes.
    - **NOTE:** for variable availability (Ex: differing MWF and TR availabilities), several Availabilities will need to be added. See step 3 below.
- Select the hours of the day for appointment availability.
    - **NOTE:** Navigate accounts for events made directly in Outlook. When Navigate is synced to the Outlook calendar, any events (ex: lunch) on the Outlook calendar will show as "busy" in Navigate.



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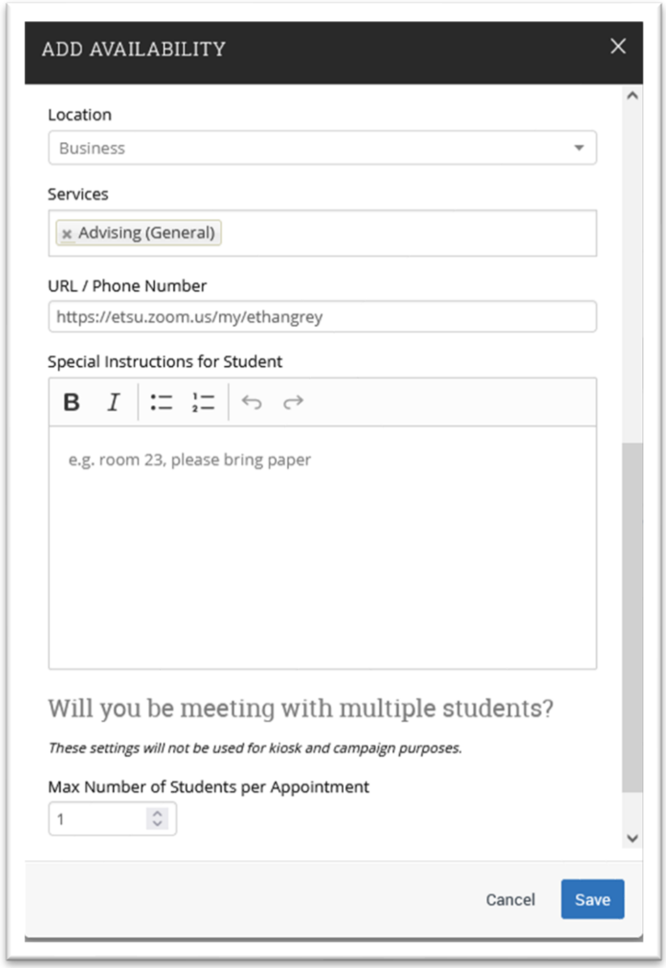


- Select a duration for this availability under the *How long is the availability active?* drop-down menu.
    - **NOTE:** To create availability for a future term, use the *Terms* drop down menu in the top right of the home page to select a future term.
- Click the checkbox next to *Add this availability to your personal availability link?*
- Select the availability type under *What type of availability is this?*
    - **NOTE:** Usually *Appointments* will be the best option. *Campaigns* can be used to designate a specific time to meet with students who have been contacted through the *Campaigns* feature. Select *Appointments* and *Campaigns* to allow students who are and are not a part of a Campaign to schedule during this availability. *Drop-ins* will allow students to check-in for a meeting at a kiosk or through their mobile app during that time. Do <u>not</u> select *Drop-ins* and *Appointments* or *Campaigns* together. Create separate times for *Drop-ins*.
- In the box under *Meeting Type*, enter one or more Meeting Types for this availability: *Virtual*, *In Person*, *Phone*, *Email*. This will allow students to indicate preferred meeting type when making their appointment.
- Select the *Care Unit* (Ex: Advising)
- Select the *Location* of your availability
- Select the *Services* offered
    - **NOTE:** for variable majors/minors/alpha assignments (Ex: advising for multiple majors), an Availability will need to be added for each of those *Locations*. See step 3 below.
- Select one or more *Services* from the drop-down menu under *Services*. There is no limit to the number of Services which may be offered during each availability.
- Type or paste the <u>Zoom link</u> into the *URL / Phone Number* box.
- Type or paste your <u>Phone Number</u> and <u>Physical Location</u> into the *Special Instructions for Student* text box.
- Type any other special instructions for the student into the text box under *Special Instructions for Student.*
- Click *Save* at the bottom of the *Add Availability* box.

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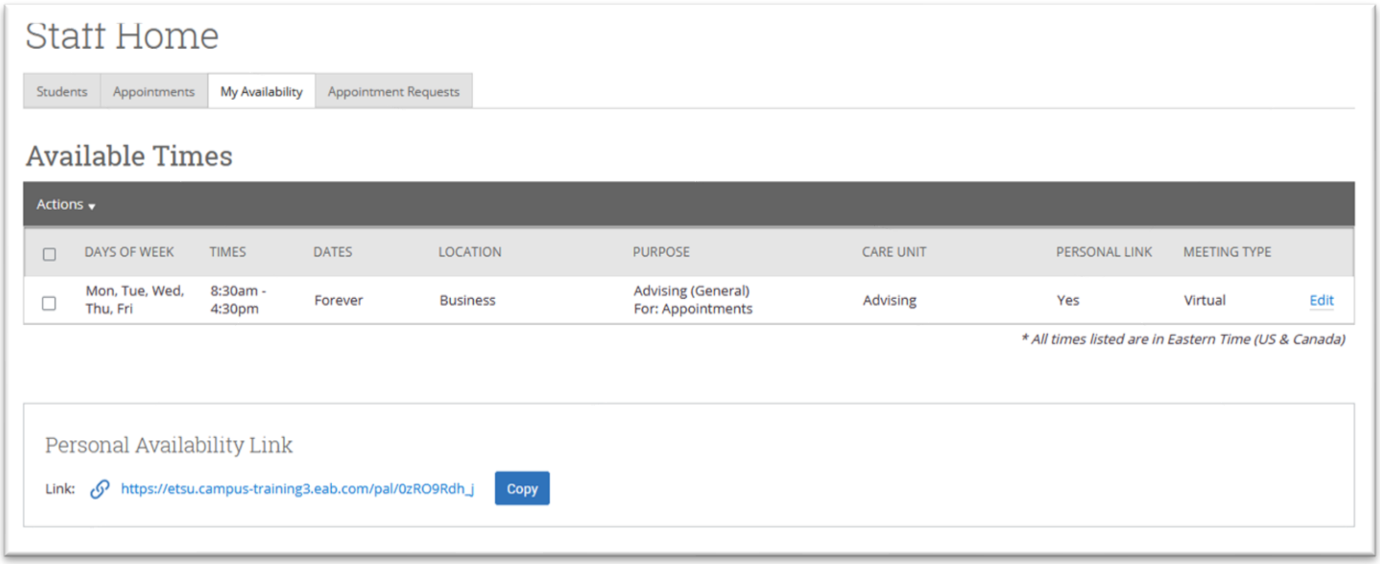
### 2. Use the Personal Availability Link

- Once an Availability is set, a *PAL* (*Personal Availability* Link*)* will appear at the bottom of the *Staff Home* page on the *My Availability* tab display.
- Click *Copy* to copy the link. Once the link is copied it can be pasted into email signatures, on webpages, and any other place a student may go to make an appointment.




### 3. Use the Copy Time function to create additional availabilities

- Click the check box to the left of an availability.
- In the *Available Times* box, click *Actions*. Choose *Copy Time* from the drop-down menu. A *Copy and Add Availability* box will appear.
- Click *Copy Time*
- Edit the desired information. If editing the *Location*, the *Services* will need to be input again.
    - Examples of additional availabilities: Create Tuesday/Thursday availability. Create availabilities for the final exam period. Create availabilities for specific Campaigns. Create availabilities in which only virtual or phone Meeting Types are available.