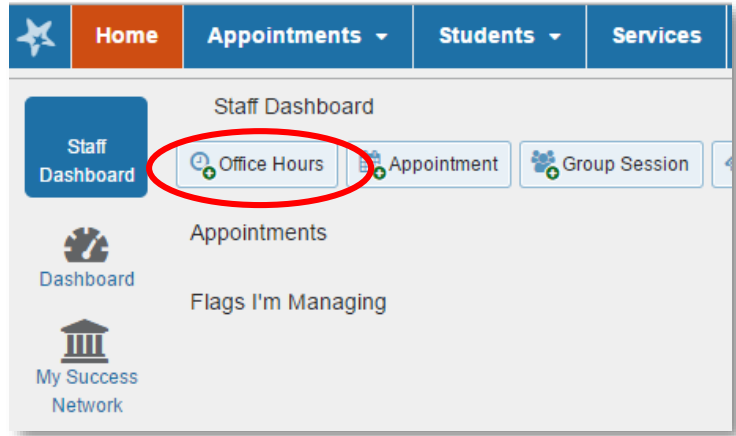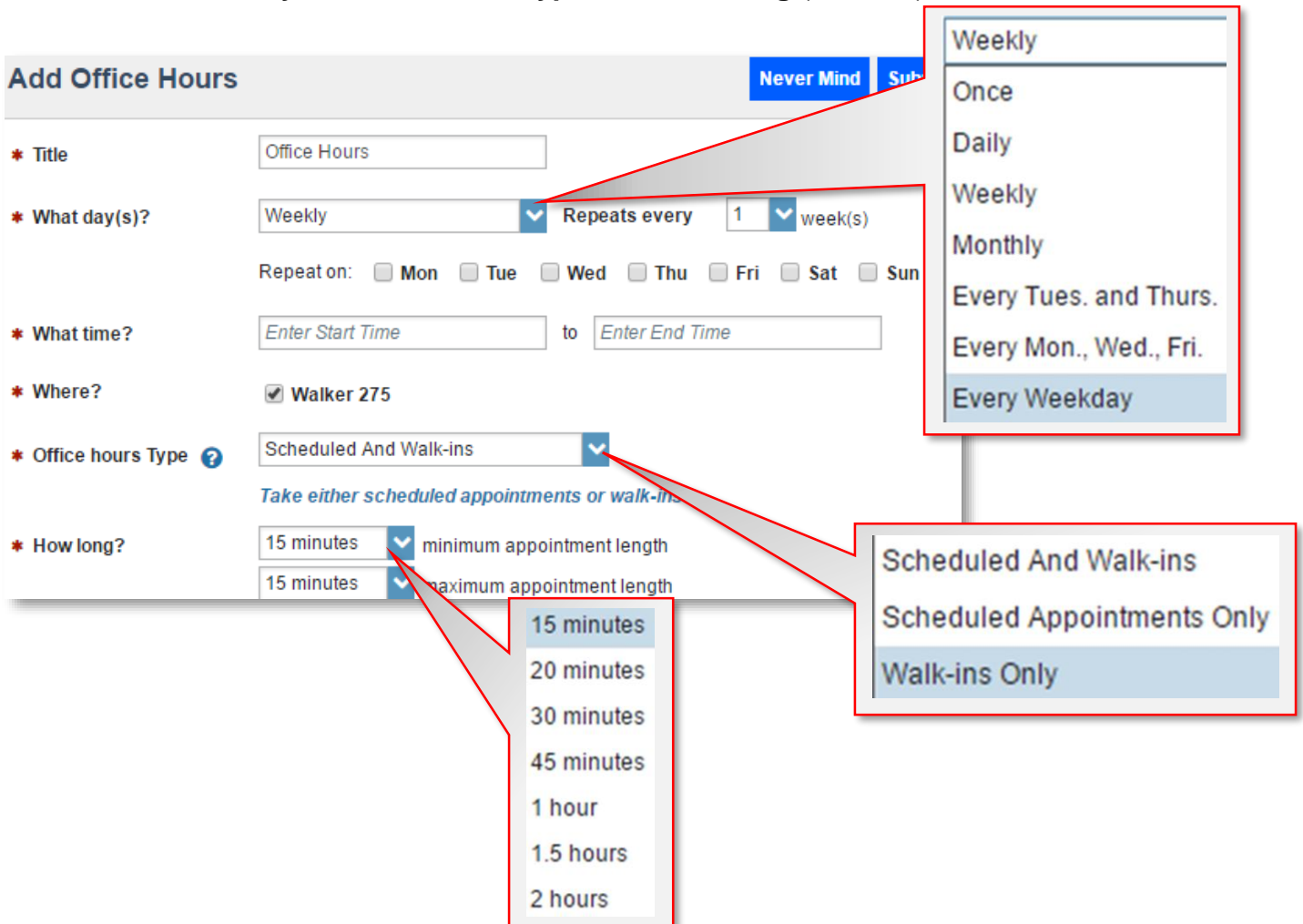# Configuring Your Office Hours in Starfish

Another customization you will want to configure when you first access Starfish is your "**Office Hours**". This 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

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Configuring Your Office Hours in Starfish

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

4. From the "**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.

5. Finally, don't forget to submit your changes via the submit button in the bottom right-hand corner.

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