Appointment Availability

Appointment Availability is required in order for students to be able to schedule an appointment with their advisor. When combined with your synced Outlook calendar, it sets the limits on when students can schedule.

You can access your availability settings from the EAB home screen:

**Step 1:** Time can be added in the Actions drop down menu under “Available Times”. A pop window will appear after choosing Add Time with configuration options.

Adding availability acts very similar to scheduling a recurring appointment in your Outlook calendar.

**Step 2:** Set your availability Days, Time and active duration. These options set the parameters for when students will be able to look for appointment slots with you. Personal Availability Links like a WebEx Personal Link. This is optional.

**Step 3:** Set the availability type.
- Appointments: Allow students to schedule with you on their own.
- Drop-ins: Allow for unscheduled walk in appointments.
- Campaigns: availability only allows students who are included in an appointment campaign to schedule an appointment.
**Step 4:** The next series of options set the conditions for which students will be able to see you as an option to schedule with. Note that students are already restricted to which locations they are able to see by their major.

- **Care Unit:** “1- Campus Appointments” should be the only option available. If you need access to another, please notify eabquestions@iastate.edu.
- **Location:** Set your advising center or program from this menu. If you advise for more than 1 program or center then you will need to create multiple availabilities. Each availability only allows 1 location.
- **Service:** Services describe the kind of options you provide to students, such as registration, major changes, drop/adds, etc. Unlike Location, you are able to choose as many services as you’d like.
- **URL / Phone Number:** place your phone number or WebEx personal room link in this box for remote appointments if you support those options.

**Step 5:** List any special instructions. These instructions will be included on the online scheduling tool when a student schedules and will also show in any appointment reminders sent to the students.

**Step 6:** Optional setting for Multiple Students. If you support group appointments, then you will need to increase the maximum number of students per appointment.