Navigate: Setting-up Availability

1. Once you have logged in to Navigate, and adjusted your term in the upper right-hand corner, and have synced your electronic calendar with the Navigate calendar (see instructions), select the My Availability tab from beneath your Staff Home

2. Now click the Actions button from the dark gray bar, and select the Add Time option
3. Fill out the form that appears on your screen

a. Select the days of the week you are available to meet with students

b. Adjust the start and end times to reflect how early or late you are willing to meet with a student (If you have multiple times of availability ex. 8:00am-11:30am MWF and 12:30pm-5:00pm TR – finish setting up this availability for one time frame, then repeat the steps for the second time frame. If you choose to set up your availability for a longer period of time ex. 8:00am-5:00pm MTWRF, as long as you have synced the Navigate calendar with your electronic calendar, students WILL NOT be able to schedule over appointments already placed on your electronic calendar.)
c. Under the **How long is this availability active?** section, it is our recommendation that you select **Forever** as it is the easiest to edit when needed.

![How long is this availability active?](image)

d. On **Add to your personal availability link** click the provided checkbox to create a direct link to your availability. This link can be included in emails, email signatures, etc.

![Add to your personal availability link?](image)

e. Next, select your type of availability

![Select type of availability](image)

f. You will specify the meeting in the comments box (**see letter k**)

g. The **Care Unit** reflects your academic college or school. Select the option that best suits you

![Select care unit](image)
h. **Your Location** refers to your academic department

![Location dropdown menu](image)

i. **Under Services**, select the reasons you are available to meet with students (To select multiple services, click back into the box to select the next service.)

![Services list](image)

j. **Insert your office phone number or Zoom link here**

![URL/Phone Number field](image)
k. In the **Special Instructions for Student** box, tell the student where your office is located and any additional information you want them to know.

![Special Instructions for Student](image)

- **Office:** (828) 227-2525
- **Zoom ID:** https://wcu.zoom.us/j/971069929

l. Lastly, unless you would like to meet with multiple students at a time, make sure that the **Max Number of Students per Appointment** is set to 1

![Will you be meeting with multiple students?](image)

4. Your availability is now set up, and your students can schedule appointments with you.

![Available Times](image)

5. To access your **Personal Availability Link** click the **Copy** button located next to the link

![Personal Availability Link](image)

*Last Updated 07/19/2021*