Key Elements for Connecting with Students

Having a solid connection with faculty and staff members contributes significantly to a student’s success. successNET greatly facilitates your ability to be able to connect with students and their ability to connect to you through these four elements:

- Setting Appointment Preferences
- Setting Office Hours
- Setting Email Notifications
- Sharing Your Calendar

One: Setting Appointment Preferences

Once you have logged into successNET, click the drop-down menu button next to your name in the upper-right corner of the page and then select Appointment Preferences.

The top section of this page allows you to setup default preferences for new appointments:

A. Minimum Appointment Length
This allows you to select the minimum length you allow for an appointment from a drop down.

B. Scheduling Deadline
You can choose to have no deadline, the deadline be at a specific time the day before the appointment, the deadline to be at a specific time the day of the appointment, or the deadline to be a specific number of hours before the appointment.

C. Drop-Ins
Select whether or not students can drop in after the deadline has passed. If you select the check box to allow walk-ins after the deadline, students will see this noted in your calendar.

My Locations
Enter locations for your meeting

The remaining two sections on this page allow you to setup default locations or to add individuals who are able to edit your calendar to add or modify appointments.

To add a standard location click the button marked Add Location under the My Locations section.
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On the window that comes up, start by selecting the **type of location** from the drop down. Now give the location a **name** and provide any **instructions** you think students will need to find the location before pressing save at the bottom to finish.

You can repeat these last two steps to add additional locations.

The Calendar Manager enables people other than you to add and edit your office hours and schedule and edit appointments in your calendar. To add a calendar manager, click the **Add Calendar Manager** button.

The drop down that appears will try to list everyone who has access to successNET. This will take a long time to load, so just **type the last name** of the person you wish to add and then click their name.

Press **Submit** to finish.

Once you have made all your **Appointment Preferences** selections, click a **Submit** button at either the top or bottom of the page.
Two: Setting Up Office Hours

After you have set up your appointment preferences, you are ready to set up your specific office hours.

Once you have logged into successNET, click the “Add Office Hours” button just below Home in the top left of the window.

Setup your office hours by entering:

1. A Title for the block
2. When and how often the block needs to appear
3. The start and end time.
4. Where the hours will be held
5. Is the block walk in or scheduled.
6. How long each block lasts.
7. Additional Instructions
8. When the blocks start and end.

Once you have selected an office location one time, the system will remember that location. To change it in the future, you will need to go to Appointment Preferences in your Profile.

When you are happy with the settings for your block, press the submit button to save them.

To edit a block later, click the [Appointments](#) link in the top left of your screen. Then, from the list on the right, click the blue arrow just under your block’s title and click Edit Office Hours.
Three: Setting Email Notifications

Once you have logged into successNET, click the drop-down menu button next to your name in the upper-right corner of the page and then select **Email Notifications**.

From the **Email Notifications** page you can:

a. Set your preferences for if/when you want to be notified of appointments and tracking items under **Appointments Notifications** and **Tracking Item Notifications**.

b. To share your calendar (which is covered in detail in the next section), check the boxes to receive an individual email every time there is a change to your appointments or office hours/group sessions. In addition, to share your calendar you must select the **Read busy times from my external calendar** check box.

Click the **Save** button.

Four: Sharing Your Calendar

Both your Outlook calendar and your successNET calendar need to be set up in order to share information on both calendars. If you share your calendar, then appointments students set up with you in successNET will appear on both your successNET calendar and your Outlook calendar. If you share your calendar students will **not** see your Outlook calendar. They will only see the successNET calendar which displays the office hours you have open.

Open **Outlook** on your machine and navigate to your Calendar. On the top menu select the **Home** tab and then click on **Calendar Permissions** from the **Share** section.
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Step Two

On the screen that comes up, locate and click the Add... button near the middle of the screen.

Step Three

We need to be sure that we are looking at the correct Address Book next. To do this, click on the drop-down box below the heading Address Book and select Global Address List from the options.

Step Four

Enter “successnet cal” in the search box at the top right of the window and then hit enter on your keyboard. Once the full name appears below, double click on it.

Press Okay to close this box.

Step Five

The successNET Calendar Proxy should not appear in your list of shared access. Select it from this top list.

Now click on the drop down next to Permission Level: below this list and select Reviewer.

Press Okay at the bottom to complete this process.

The Reviewer Permission Level allows SuccessNET to review your calendar, but does not give any permission to edit, remove, or add events.
Once you have completed the above steps you should see a window similar to this one.

Verify your window matches this one while you have the successNET Calendar Proxy selected.

Once you are sure, simply hit OK at the bottom to finish.