Guide: Set Up Appointment Preferences

Before you begin to use successNET with students, it is important to set up your appointment preferences on your profile so students can find how, when, and where to set appointments with you.

In this section of the successNET instructions, you will find a guide to:
- Setting appointment time preferences
- Adding your office location
- Adding a Calendar Manager who can make appointments for you.
- Setting Email Notifications for receiving appointment requests.

Once you have logged into successNET, click the **small arrow** to the right of your name in the top right hand corner. From the menu that appears, click **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.

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.