

Set up your first Office Hours block

The first time you log in to UMKC Connect, Connect will provide a ‘wizard’ to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled “**Show me this Office Hours Setup Page again next time I login if I don’t have any Office Hours**”, and then click the **Close** button.

If your office hours are different week to week, follow the “**If your office hours don’t repeat weekly, [click here](#)**” link.

If your office hours recur:

- Complete the fields presented to specify:
 - What day(s) do you have office hours?** - check the boxes for each day.
 - What time are your office hours?** - enter a start and end time.
 - Where are they?** - select the **Type** of setting and enter the **Details** in the field provided (e.g. the building and room number of your office).
 - If relevant, provide **Instructions** for students who make appointments with you.

Office Hours Setup Wizard

If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?

M T W T F S S

2. What time are your office hours?

Enter Start Time to Enter End Time

3. Where are they?

Type: in an office ▼

Details: Enter an office location

Instructions: Knock once and enter

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

Close
Set up Office Hours

- Click the **Set up Office Hours** button to save your office hours.

Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add**

The screenshot shows the UMKC Connect interface. At the top, there are navigation tabs: Home, Appointments, Students, and Services. Below these are buttons for 'Add Office Hours', 'Add Appointment', and 'Add G...'. A calendar for September 2015 is visible, with the 21st highlighted. On the right, there is a scheduling grid with columns for 'Agenda', 'Day', 'Week', and 'Schedule'. The grid shows time slots from 8:00 am to 10:00 am. A blue bar labeled 'Office Hours' is visible in the 9:00 am slot. Below the grid, there are 'Appointment Types' and a list of calendars including 'My Calendar', 'Lanlari, Lester', and 'Patones, Irina'.

Appointment, Add Group Session, Reserve Time or use the **Scheduling Wizard**.