# Set up your profile

Make it easier for students and other faculty and staff to get to know you and stay in contact.

Your profile lets students, faculty and staff know who you are and how to contact you. It also gives you control over how you wish to receive emails and notifications. Some of your profile, such as your contact information, may be imported from your LMS or SIS.

1. Click on your name in the Top Navigation bar and click your name, and then Profile to open your profile.
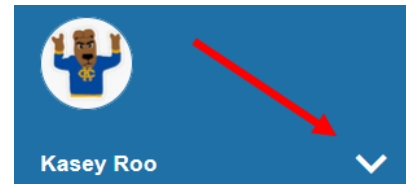
2. Help students put a face to your name by using the Upload Photo link beneath your existing photo or placeholder to upload a photo. Browse to a photo file (.jpg, .png, or .gif), and then click the Upload Now button to update your photo.

If you previously created a profile, you may make changes or updates by clicking Edit Profile from the menu.

3. Edit your Phone and add an Alternate Email address to have Connect send email to an address other than your institution email. Select the Both radio button to receive email at both accounts.

4. Double check that the Time zone selected matches your time zone. This time zone will be used when including appointment times in emails from UMKC Connect.

5. Add information to the General Overview and My Biography sections to let students know a bit more about you.

   This information will appear to students who can make appointments with you in Connect.

6. Click the Submit button to save your changes.

7. Under the **Appointment Preferences** tab you can customize all aspects of appointments and your calendar.
    *   **Office Hour Defaults**: set minimum appointment length and scheduling deadlines
    *   **Calendar Sync**: allows you to customize notifications related to your calendar and sync your Connect Office Hours with your Outlook (External) Calendar

Office Hour Defaults
Customize appointment scheduling settings.

Minimum Appointment Length
30 minutes ▼

Scheduling Deadline
Set a deadline for students to schedule appointments prior to the start of your office hours.

○ No Deadline

○ The day **before** the office hours at:
   5:00 pm 🔒

● The day **of** the office hours at:
   9:00 am ▼

○ **Hour(s) before** the office hours:
   1

☐ I want my schedule deadline to be flexible and **allow drop-ins after deadline has passed.**

Calendar Sync
Sync calendar items between your external calendar to your UMKC Connect calendar

UMKC Connect Calendar Sync
Select options to sync **from** your UMKC Connect Calendar **to** your External Calendar

Email me calendar attachments for every:

☑ Appointment change

☑ Change to my Office Hours and Group Sessions

External Calendar Sync
Sync busy times **from** your External Calendar **to** your UMKC Connect Calendar

Outlook Calendar Sync
⚠ **Important:** You must share your calendar with umkcstarsync@umsystem.edu, O365_Starfish@mail.missouri.edu, or umstarfish@umsystem.edu
Click here for further instructions.

☑ Allow UMKC Connect to read busy times **from** my Outlook Calendar

*   **My Locations**: set locations for your appointments in your office or online through a Zoom room and include instructions to help students find you.

*   **Calendar Management**: customize who has access to view and manage your calendar.

My Locations
Customize your appointment locations.

⊕ Add Location

No locations added

✈ Add Location ✕
*Location Type
Select a Location Type ▼

*Location Name
Provide a Location Name

Instructions
Provide instructions to students for this location, if any.

100 characters max

ADD LOCATION

Calendar Management
Customize and view people who manage your calendar.

⊕ Add Calendar Manager

No calendar managers added

✈ Add Calendar Manager ✕
Search User to Add
Add User as Calendar Manager ▼

ADD CALENDAR MANAGER

8. Under the **Notifications** tab you can customize where are how you receive notifications and reminders.

✉ Email Notifications
In addition to my institution email, send to my Alternate Email:
caseykroo@hotmail.com

Preferences
Set preferences for text and email notifications.

Appointments
Customize the timing of your appointment reminders.

☑ Remind me **before the start**:
   30 minutes ▼

☑ Remind me of the appointment:
   8:00 am ▼   the day before ▼