

## Setup your first Office Hours block

The first time you log in to MyCoyotePLAN, MyCoyotePLAN 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?  
 to

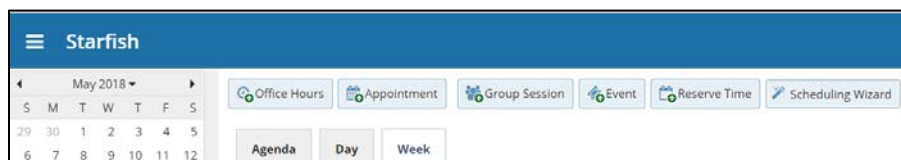
3. Where are they?  
 Type:    
 Details:   
 Instructions:

Show me this Office Hours Setup Page again next time I login if I don't have any 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 Appointment, Add Group Session, Reserve Time** or use the **Scheduling Wizard**.



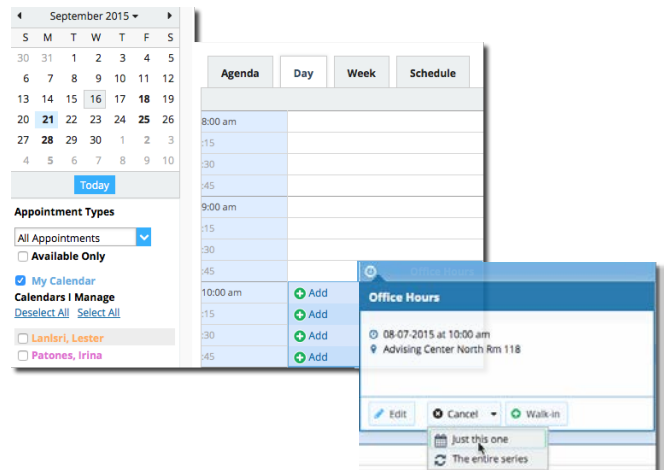
## Frequently Asked Questions

### How do I cancel office hours?


#### Cancel one occurrence

Select the day from the calendar, and **hover** (don't click) over the icon associated with the **Office Hours** on the desired day.

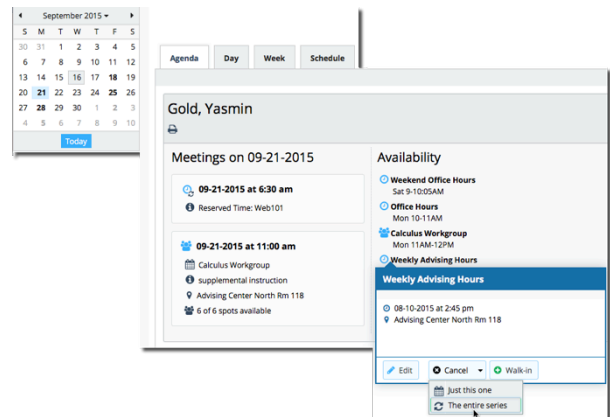
Click the **Cancel** button and select, "Just this one" from the pop up **Office Hours** card presented.




#### Cancel a series

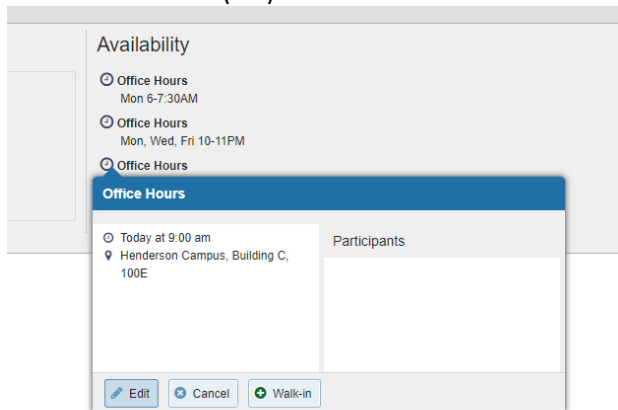
From the **Agenda** view, **hover** (don't click) over the **Office Hours** icon next to an office hour title.

Select **Cancel** from the pop up **Office Hours** card presented. (If the day you have selected on the calendar includes an occurrence, you will have the option to cancel "Just this one" or "The entire series")



### How do I edit office hours?

From the **Agenda** view, **hover** (don't click) over the **Office Hours** icon next to an office hour title.



- You cannot modify the "What Day(s)" settings, but you can modify the frequency of recurrence, start and end times, locations, durations, appointment types, instructions and overall start/end dates for the meeting series.
2. Update the desired fields and click the **Submit** button to save your edits.