Office Hours FAQs

How do I set up my office hours if they are on different days and at times (ex. Tuesday afternoons and Friday mornings)?

You'll need to add your office hours on Tuesday afternoon and repeat the process for Friday mornings. If your office hours do not follow any type of pattern, you can use the Scheduling Wizard.

How do I make changes or cancel my office hours?

From the Appointments screen, click on Agenda view. You should see your office hours listed under Availability.

To edit or cancel an office hour series, hover over the clock icon. There should be options to Edit and Cancel.

- If you click Edit, a modified version of the Add Office Hours window will pop up. You can edit most of your office hour details here, including the office hour name, time, location, type, and length.

- To change the day of your office hours (either for occasion or for the entire series), hover over the clock icon and click the down arrow on the cancel button. This will give you the option to cancel the occurrence or the series.
If you select **Just this one**, a window will pop up to confirm that you want to cancel your office hours, and you can type a message to send to people with appointments already scheduled.

If you select **The entire series**, a window will pop up to confirm you want to cancel the entire office hour series. You will need to provide the date you want to cancel the series from, and you can also send a message to anyone who has already set up an appointment with you.

**Where do I add more locations for my office hours and other meetings?**

You can add locations under your **Appointment Preferences** in your **profile**. Start by clicking on your name in the top right corner to access your profile. Click on the Appointment Preferences tab (second tab). You should see a section called **My Locations**. Click on the **Add Location button** to add other meeting locations. To make changes to a location, click on the **pencil icon**. Once you’ve updated your locations, they should show in the Add Office Hours window and in the location dropdown when you add appointments.

---

I am trying to add my Office Hours but I can’t scroll down the page. What should I do?

The preferred browser for Pathways is Google Chrome. It is recommended that you frequently update your browser, especially since the software vendor (Hobsons) only supports the two most recent versions. If you are using Google Chrome and are still experiencing issues, try clearing your cache/cookies. You can also try zooming out or resizing the window to avoid needing to scroll.

**Other questions about office hours?**

Please email your question to **pathways@mtholyoke.edu**.