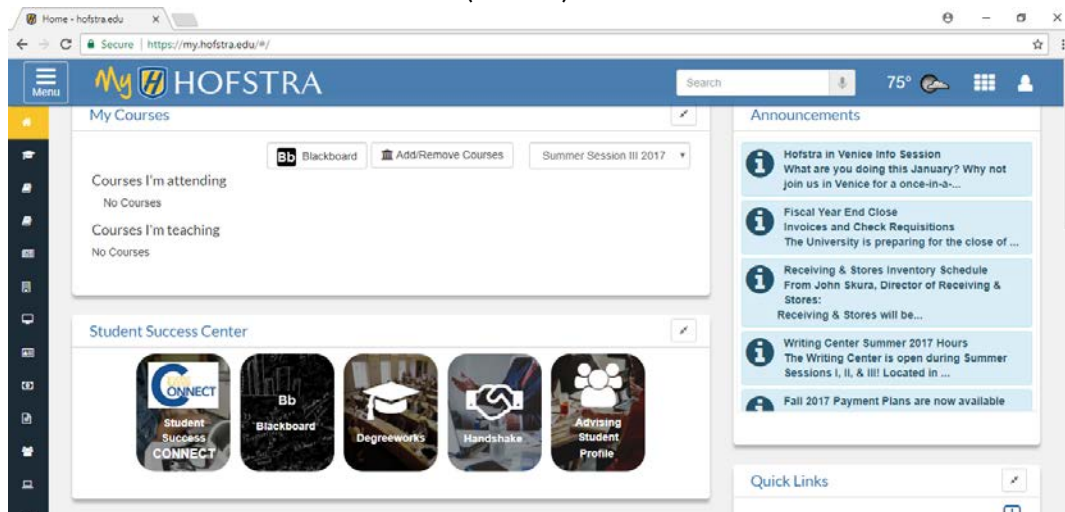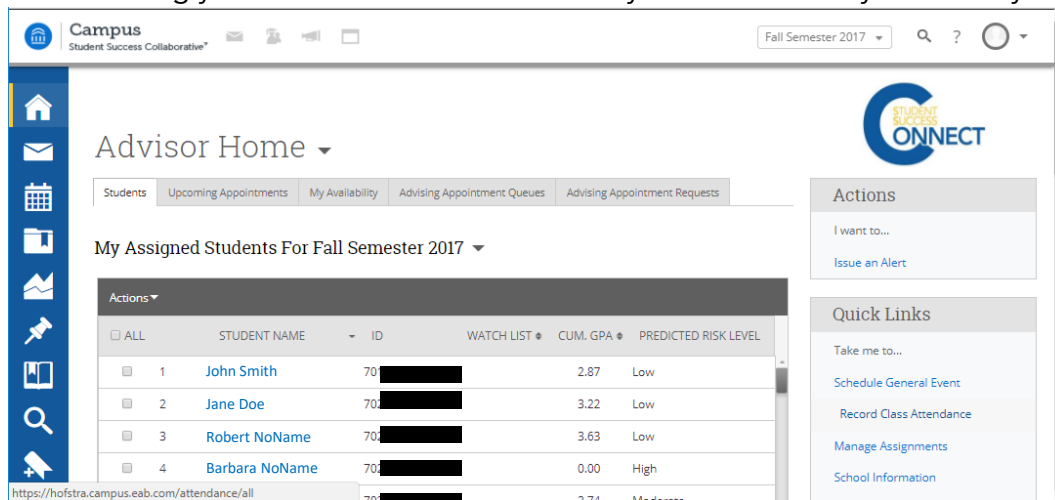# How to Manage Your Calendar in Student Success CONNECT
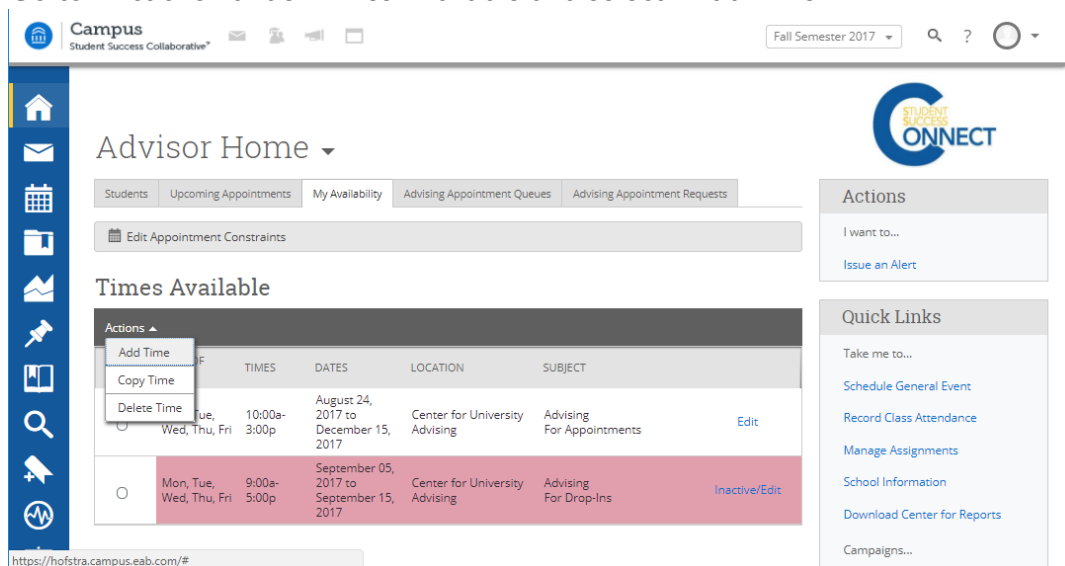
1. Log on to the Hofstra Portal at my.hofstra.edu
2. Go to the Student Success Center (Portlet) and select the CONNECT icon.

3. This will bring you to the Advisor Home where you will select "My Availability"

4. Go to "Actions" under Times Available and select "Add Time"

5. Select the Days, Time Range and Type of Availability you would like to set. For example, you could set Monday through Friday from 9:00a and 4:00p for Appointment times. You could set 4:00p - 5:00p for Drop-Ins.