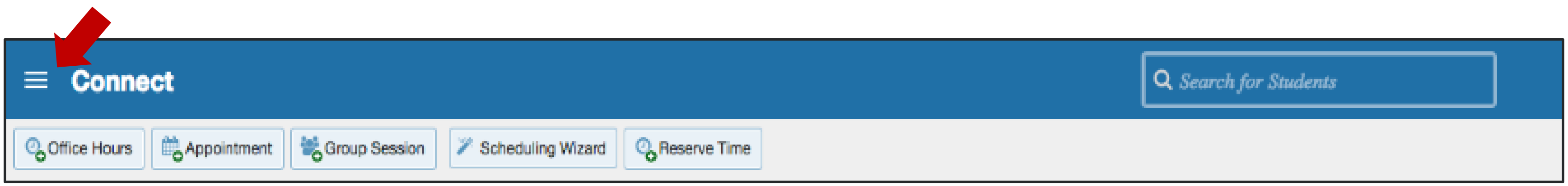
Connect

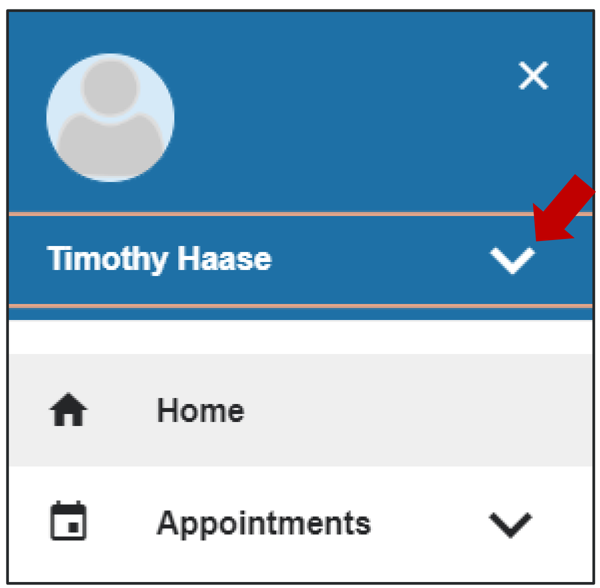
Preferences and Calendar Options

Questions? Please e-mail connect@ramapo.edu.

Update Institutional Profile

- Log in to Connect and select the dropdown next to “Connect”
- Then click on the dropdown next to your name





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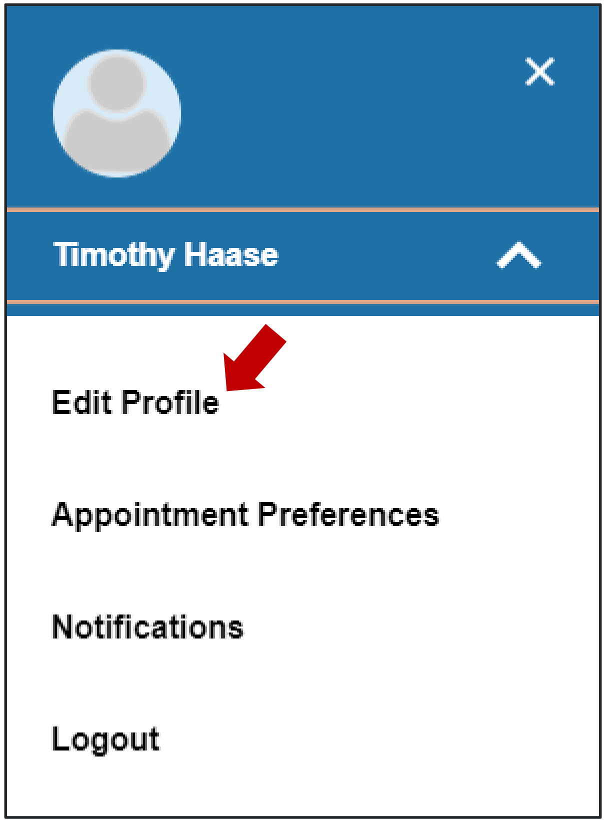
Update Profile

- Click on the **“Edit Profile”** option



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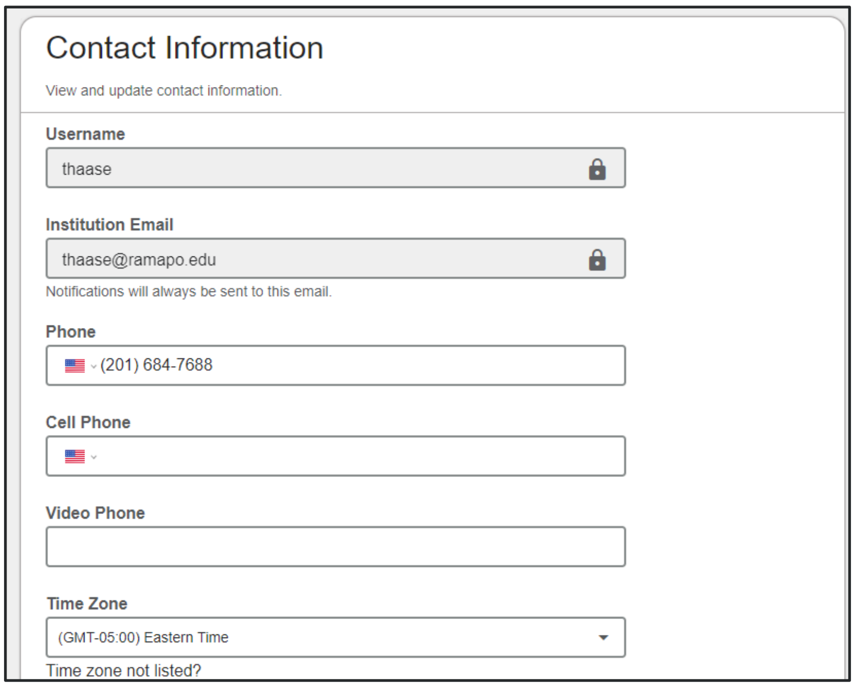
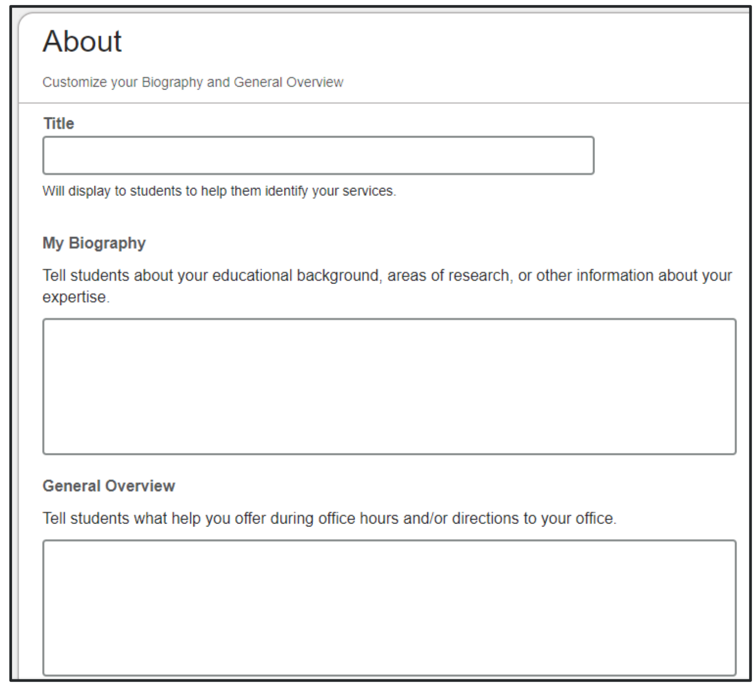
Update Profile

- Update Institutional Profile with phone number and brief biography.





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Set Appointment Preferences

- Minimum appointment length is 15 minutes.

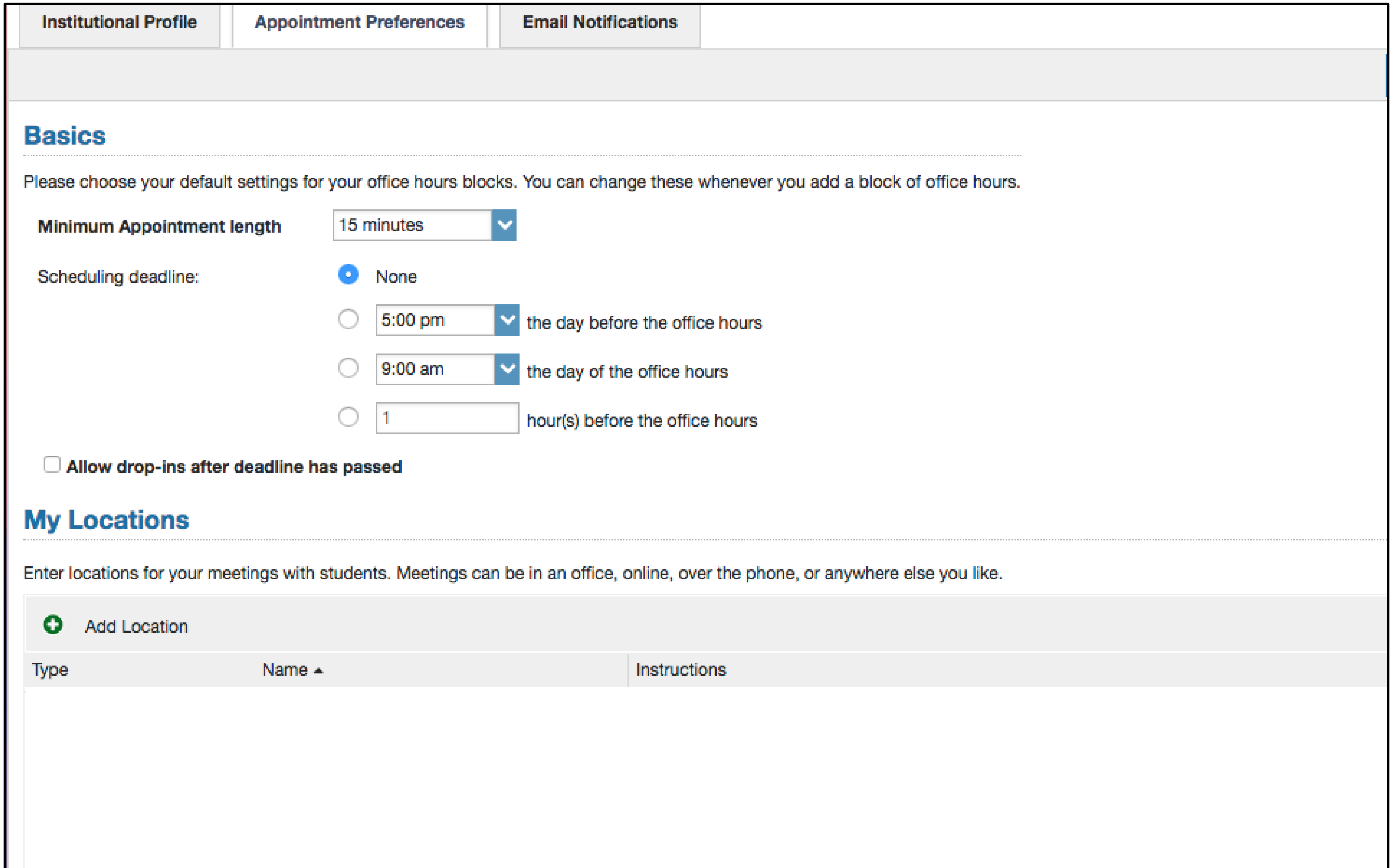
- Scheduling deadline: Set time for the day before the office hours
  or day of

- My location: Add your office location by clicking "**Add Location**"
- Type: Office
- Name: (your office location)
- Instructions: Please check-in at (your main office location) prior to our meeting.

- Be sure to Save.

Example Screen View on next page

Set Appointment Preferences



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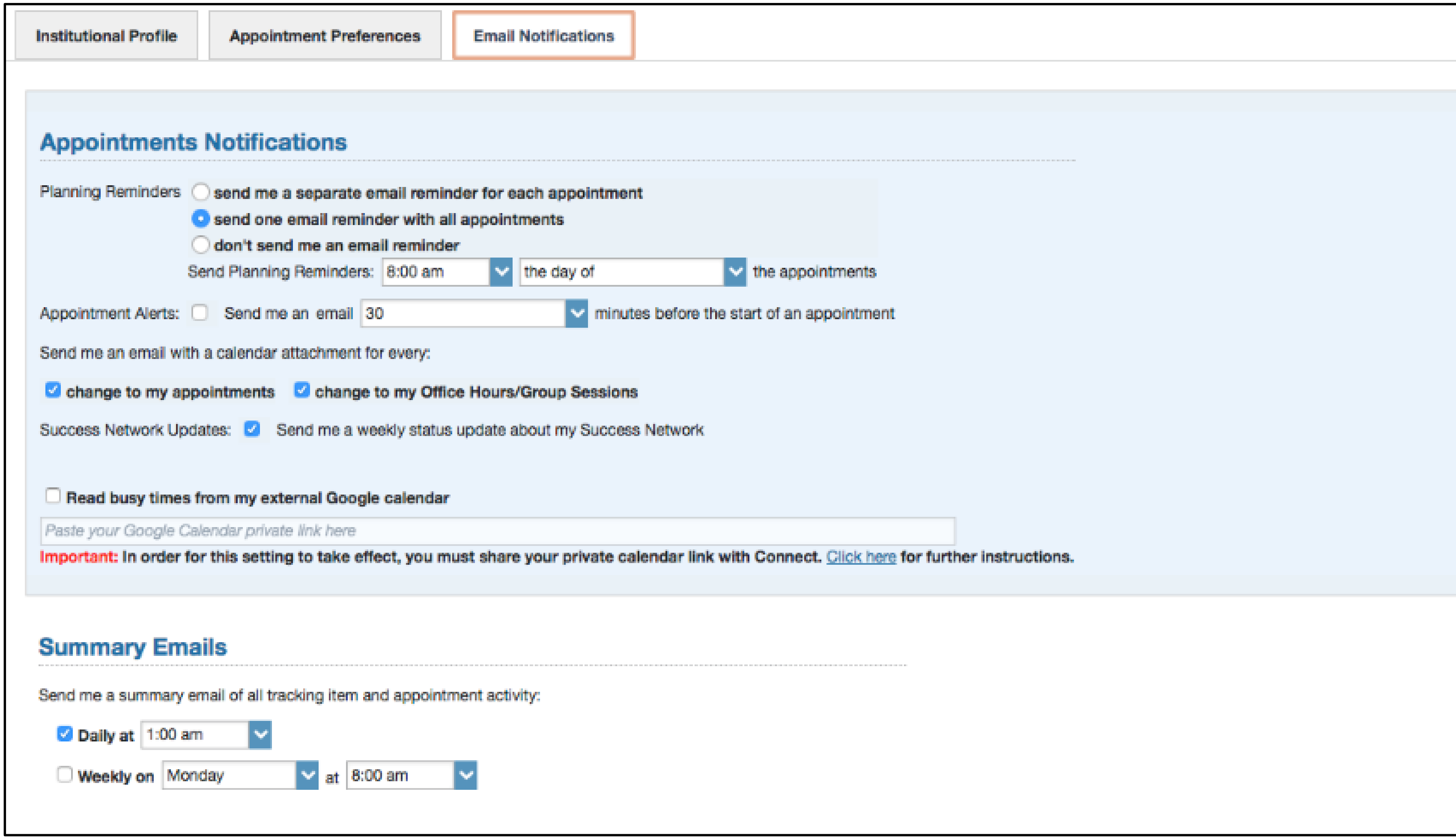
Set Email Notifications

- Appointment Notifications
  - Planning Reminders
    - Ex: Set to “Send one email reminder with all appointments”
- Send Planning Reminders
  - Ex: Set to “6:00AM the day of” the appointments
- Appointment Alerts
  - Ex: Check off box and set to “send me an email 15 minutes before the start of an appointment”
- Check off the remaining two boxes if you want the system to send you an email with calendar attachment for every “change to my appointments” and “change to my Office Hours/Group Sessions”

- Tracking Item Notifications
  - Set to send summary email of all tracking item activity
    - Ex: “Daily at 8:00AM”

Set Email Notifications



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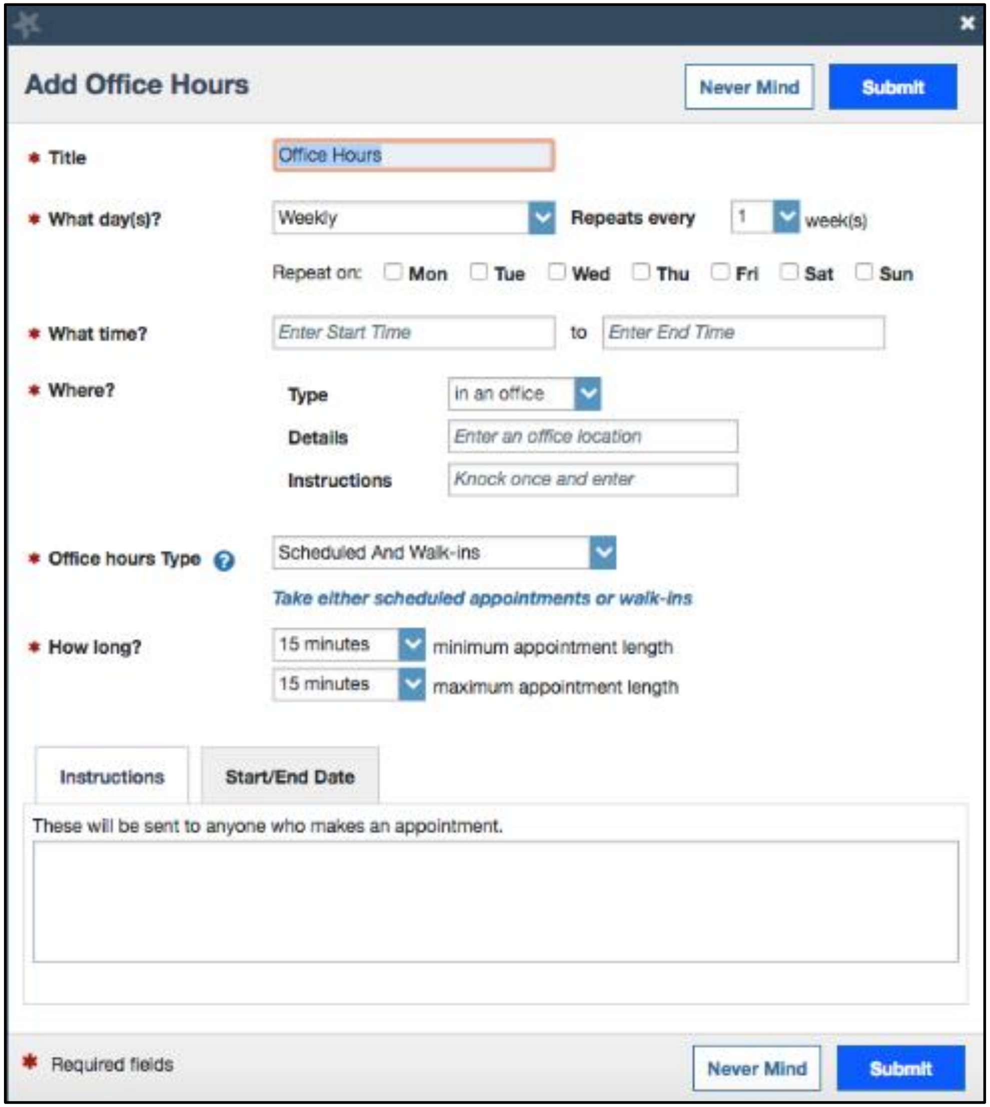
Create Regular Office Hours

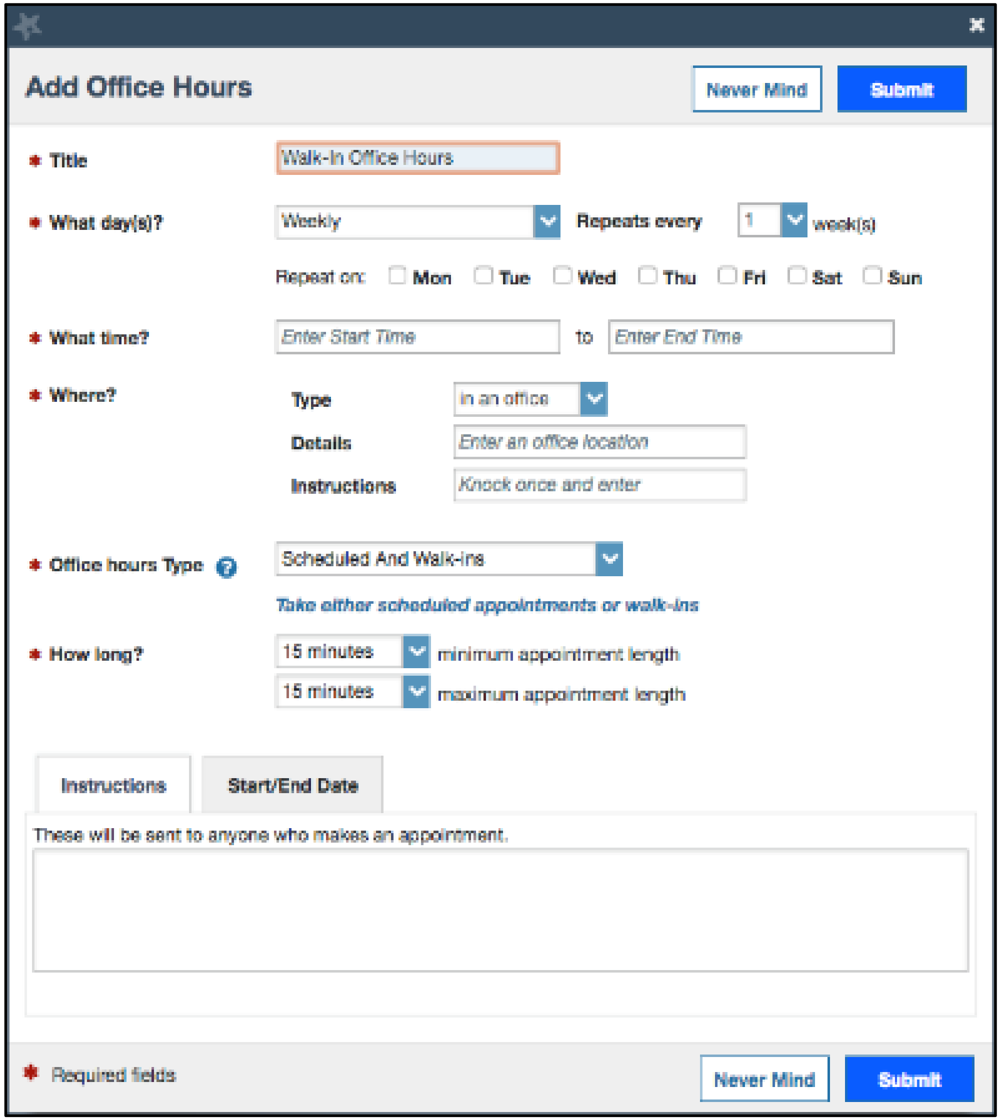
- To add **Regular office hours**, select “**Appointments**” from the main drop down and click the “**Office Hours**” button on the top left corner of the screen.
  - Title
    - Advisement Office Hours
  - What day(s)
    - Weekly
  - Repeats every
    - 1 weeks
  - Repeat on
    - Select the days of the week that the office hours are the same as what you are setting.
  - What time?
    - Set start time and enter end time for the day. First appointment slot begins at 9AM.
  - Where?
    - Check off your office location
  - How long?
    - X minutes minimum appointment length
    - X minutes maximum appointment length
  - Instructions
    - Example: Please come prepared with any questions you may have and any documentation you may need. For instance: major requirements, four-year plan, transfer credit transcripts, R number, etc.
  - Set the Start and End Date

Regular Office Hours



Create Walk-in Office Hours

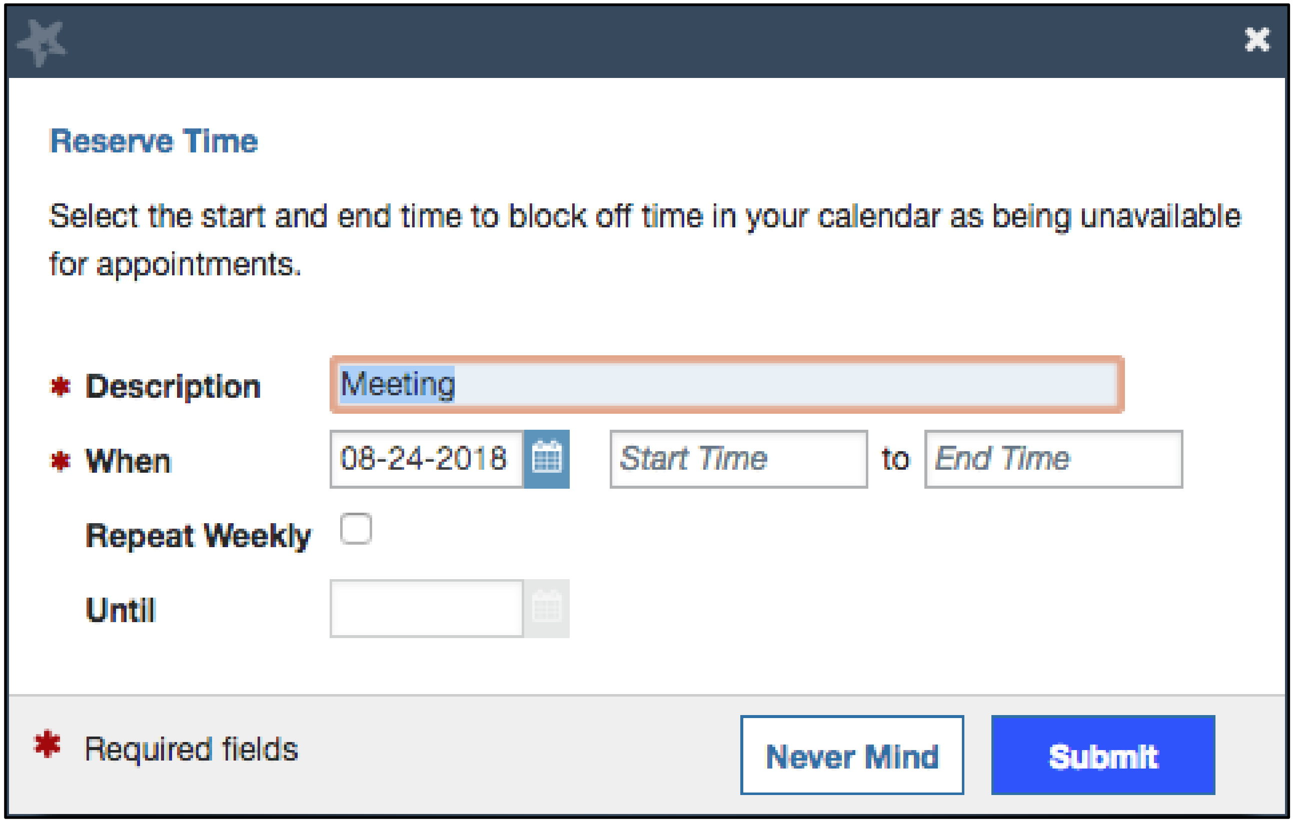
- To add Walk-in office hours, select “**Office Hours**” from the top left of the screen. Do not use Reserve Time for walk-in hours.
- Follow the same steps as for Regular Office Hours but check off the Walk-in Meetings only box.
- Title these office hours: Example: Advisement Walk-in Office Hours



Reserve Meetings and Lunch

- Lunch
  - Select Reserve Time
  - Description
    - Lunch
  - When
  - Enter time of lunch
  - Check off repeat weekly until end of term
  - Submit
- Meetings
  - Select Reserve Time
  - Description
    - Name of Meeting
  - When
    - Set date
  - Enter time of meeting
  - Check off repeat weekly until date if this is a recurring meeting
  - Submit

Reserve Meetings and Lunch



Please note that only you and any calendar managers you have designated will be able to view the description of your reserved time. Students will only see it marked as “unavailable”.

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