Getting Started with Starfish: Adding and Cancelling Appointments

Why should I add an appointment?

In addition to students scheduling appointments online, you can schedule students directly on your Starfish calendar. These instructions also apply to adding students to another person’s Starfish calendar if you are a calendar manager. Once the appointment is added, the student will receive a confirmation email and a reminder email of the appointment.

How do I add an appointment?

1. Go to canopy.uc.edu and log-in with your UC username and password
2. Under Tools on the left-side of the page, click Starfish
3. Click the Menu Icon in the upper left hand corner.
4. Click Appointments from the menu.
5. Click the Appointment button (next to Office Hours).

6. Select your Student. You can start typing the student’s name or student M# to find the student.
7. Select the start date. Enter the start time and end time.
8. Select the location of the meeting.
9. Select the Reason associated to the meeting. It is important to make sure you select the reason associated with your unit. Example: If you are an A&S advisor, select a reason found under A&S Advising >. You have reached the end of your choices when you see a new heading with >.
10. Hit the Submit button
11. Your appointment will now appear in your Starfish calendar, and you will receive an email with a calendar attachment in Outlook.
Can I cancel a Starfish appointment by declining a Meeting Request in Outlook?

No. Starfish will not know that you have declined the Starfish appointment. You must cancel any student appointments within Starfish.

How do I cancel an appointment?

1. Go to canopy.uc.edu and log-in with your UC username and password
2. Under Tools on the left-side of the page, click Starfish
3. Click the Menu Icon in the upper left hand corner.
4. Click Appointments from the menu.
5. Navigate to the student appointment you wish to cancel.
6. Hover over the calendar icon. Click Cancel from the pop-up.
7. Send a message to the student explaining why the appointment was canceled and if they should reschedule.
8. Click the **Submit** button. The student will receive the notification of the cancellation. You will also receive confirmation of the cancellation via Outlook.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The complete Notice of Nondiscrimination can be found at [http://www.uc.edu/about/policies/non-discrimination.html](http://www.uc.edu/about/policies/non-discrimination.html).