

10 Minute Set Up

Meeting with students

1. Sync your calendar (recommended)
2. Create your availability (required)



Messaging students

3. Create your email signature (recommended)



Working efficiently

4. Set your Default pages, Care Unit and Location (optional)

Calendar Sync/Scheduling FAQs



Q: Do students or other staff/faculty see my Outlook calendar details?

A: No.



Q: If my schedule changes, how can I update my Pathways availability so students cannot schedule an appointment with me?

A: You can update your Pathways availability. OR you can use add 'Busy' or 'Out of Office' blocks to your synced calendar



Q: Why are students saying they cannot schedule an appointment with me, but I know my availability is correct?

A: The most common reason is a conflict on your synced calendar, or the student has class. If you have confirmed that you do not have an event on your calendar, reach out to pathwayshelp@pitt.edu and we can help troubleshoot.

Customize your User Settings

Click your initials > User Settings

Create your email signature

Set your default page tabs, and your default Care Unit and Location for ad-hoc Appointment Summaries

pathway

User Settings

These user preferences can be updated at any time and will persist after logout.

Personal Settings

Email Signature ⓘ

Paragraph B I [link icon] [list icon] [undo icon] [redo icon] Merge Tags

Michael Brubaker

Advising Technology Manager | Student Success Team

{Spersonal_availability_link}

POWERED BY CKEDITOR

Default Staff Home Tab ⓘ

Appointments

System Default Staff Home Tab (Assigned Students)

Appointments

Appointment Queue

Default Care Unit ⓘ

Undergraduate Advising

Default Location ⓘ

CGS Academic Advising

Center for Latin American Studies: 4207 Posvar Hall

Center for Russian, East European, and Eurasian Studies: 4215 Posvar Hall

CGS Academic Advising

Chemical Engineering Advising