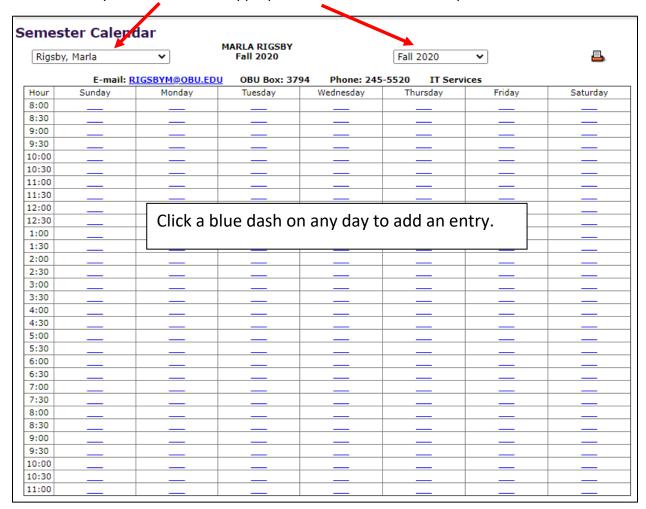
## Adding Office Hours in INFO

- 1. Log in to INFO at <a href="https://info.obu.edu">https://info.obu.edu</a>
- 2. View the semester calendar (use the Mobile version and search for semester calendar)





3. Select your name and the appropriate semester from the dropdown list



4. Click the dash within a day where you want to add an office hour

5. Enter a description, length of time, location (optional color)

E-mail: RIGSBYM@OBU.EDU	OBU Box: 379	4 Phone:	: 245-552	20 IT Services
Description	Length of Time 30 Minutes ✔	Location	Color	Submit Cancel Delete

6. Click Submit.

