

## **How to View Office Hours**

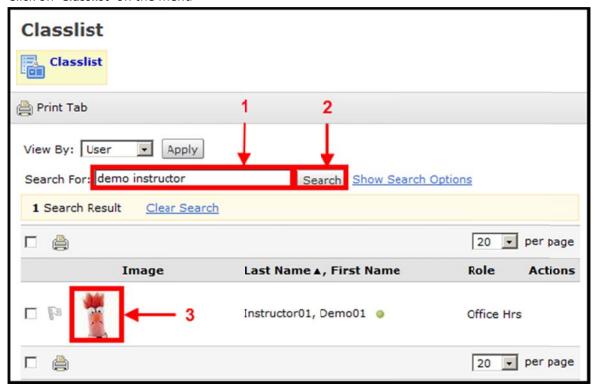
- 1. Log into BOLT
- 2. Click on 'Office Hrs' in the My Courses widget



3. Click on '2011SummerORG2-11-02 - Office Hours Look Up'



4. Click on 'Classlist' on the menu



- 5. Enter the name in the Search For text box (1)
- 6. Click Search (2)
- 7. Click the user's profile image (3)



# View User Profile



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#### Demo01 Instructor01



Homepage: http://departments.bloomu.edu/imdc

### **Contact Information**

Email: demoinst@bloomu.edu

Business Phone: 389-1234

Mobile Phone: Fax Number:

Address 1: AL 206 Address 2:

City:

State/Province: ZIP/Postal Code:

#### Office Hours

Availability: Monday 1:00 PM - 4:00 PM Tuesday 1:00 PM - 4:00 PM Wednesday 9:00 AM - Noon Or by appointment.