# Using Personal Availability Links (PAL)

Personal Availability Links (PAL) are a useful tool for scheduling. Each PAL is unique to a staff member in Navigate. The link does not change over time.

Your PAL link is located under the My Availability tab on your Staff profile. You can use this link to send students directly to your availability to schedule, create a signature link in your Outlook profile to share your availability with current students, or post it on your syllabus.

When you include a PAL in a URL field, website, email, or SMS and students click the link, they are taken to the scheduling page in the student's browser and asks if they want to continue in the browser or open the MavCONNECT by Navigate mobile app.
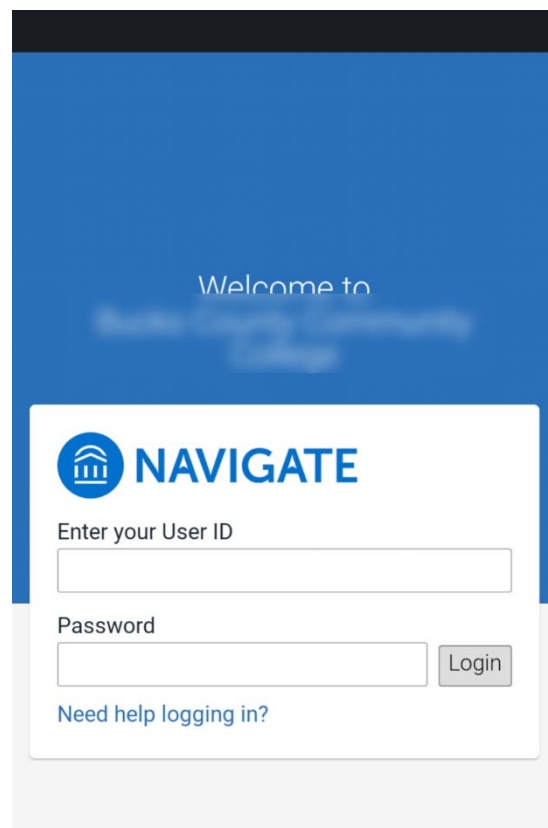
Students then see the available times staff have to meet. The student will only see the Care Unit, Services, and Locations and times the staff user has selected to be part of their PAL. All configurations, limitations, and permissions for the availabilities remain in effect.

To apply an availability to your Personal Availability Link, you need to check the **Add this availability to your personal availability link** box when creating or editing an availability or select existing availabilities and choose **Add to Personal Link** from the **Actions** menu.