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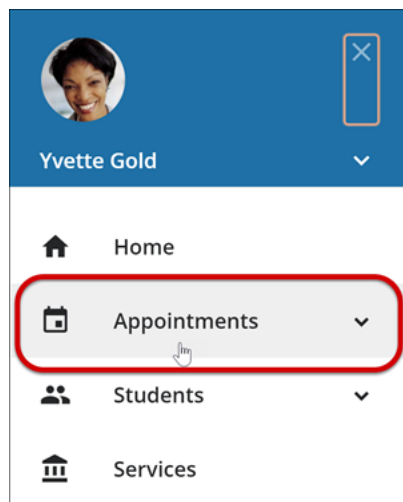
# Edit or Cancel (Delete) Existing Office Hours


**Note:** If your calendar is locked, please contact your Calendar Administrator for assistance.

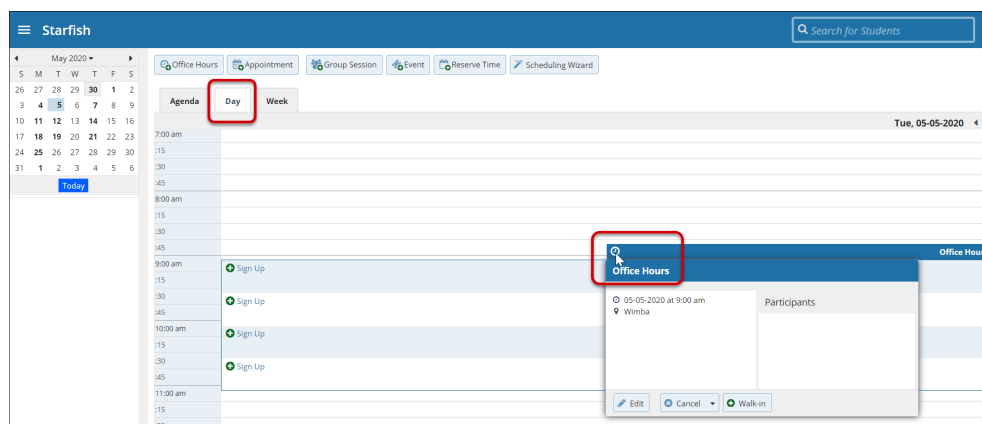
Calendar Administrators are marked with a Calendar Administrator icon  and displayed on the **Appointment Preferences > Calendar Managers** page. See [Calendar Locking](#) for more info.

After setting your initial Office Hours in Starfish, as your availability changes, you may need to adjust, or even cancel, your original Office Hour blocks. You may edit or cancel those Office Hours as follows:

1. Select **Appointments** from the main menu.

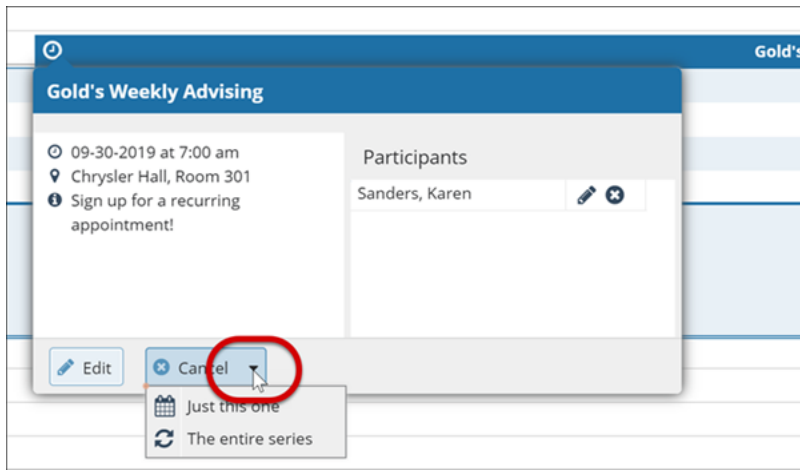


2. Select the **Day** tab of your Starfish Calendar and locate the Office Hour Block you would like to modify.
3. Open the Office Hours pop-up card by hovering over the Office Hours icon  to the left of the Office Hour block title.



4. Select **Edit** from the Office Hours pop-up card to edit an existing block.
  - o You cannot modify the "What Day(s)" settings, but you can modify the frequency of recurrence, start and end times, locations, durations, appointment types, instructions and overall start/end dates for the meeting series.
  - o To cancel an occurrence of the Office Hour block, select the arrow on the **Cancel** button, and from the Cancel menu, select "Just this one."

- To cancel all occurrences of the Office Hour block, select the arrow on the **Cancel** button, and from the Cancel menu, select "The entire series."



5. Update the desired fields and click **Submit**.

The screenshot shows the "Edit Office Hours - Office Hours" form. At the top right are "Never Mind" and "Submit" buttons. The form fields are as follows:

- Title:** Office Hours
- What day(s)?** Weekly (dropdown), Repeats every 1 week(s) (dropdown)
- Repeat on:**  Mon  Tue  Wed  Thu  Fri  Sat  Sun
- What time?** 12:00 pm to 2:00 pm
- Where?** Note: You may select more than one location to give students a choice.
  - Chrysler Hall, Room 301 (Knock once and enter)
  - Wimba (access via your Blackboard course)
- Office hours Type:** Scheduled And Walk-ins (dropdown). Note: Take either scheduled appointments or walk-ins
- How long?** 15 minutes (dropdown) minimum appointment length, 15 minutes (dropdown) maximum appointment length
- Appointment Types:** Select the types of meetings you will have in these office hours.
  - Advising
  - AppTest
  - AppTest-1
  - Event
  - Kiosk: Admissions Office
  - Kiosk: Career Center Workshop
  - Teaching
  - Weekly Advising (with refresh icon)
  - Weekly Teaching Check-in (with refresh icon)

At the bottom, there are "Instructions" and "Start/End Date" tabs. Below them is a text area for instructions: "These will be sent to anyone who makes an appointment." At the bottom right are "Never Mind" and "Submit" buttons.

**Note:** If you need to update or edit your locations, please navigate to the **Hamburger Menu** > **Your Name** > **Appointment Preferences**. For instructions see [Appointment Preferences](#).

## Related

Video: [Faculty and Staff Demo Series: Updating your Office Hours](#)

Article: [Add Office Hours](#)

Article: [Calendar Locking](#)

Guide: [Managing your Starfish Calendar](#)