


You are here: [Features](#) > [Office Hours Management](#) > [Overview](#) > Edit or Cancel (Delete) Existing Office Hours

Updated on: 2021 October 04

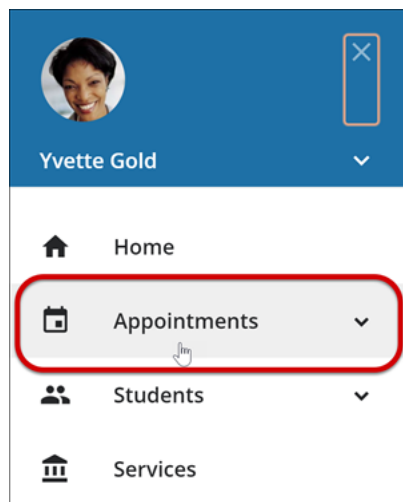
# Edit or Cancel (Delete) Existing Office Hours

**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.

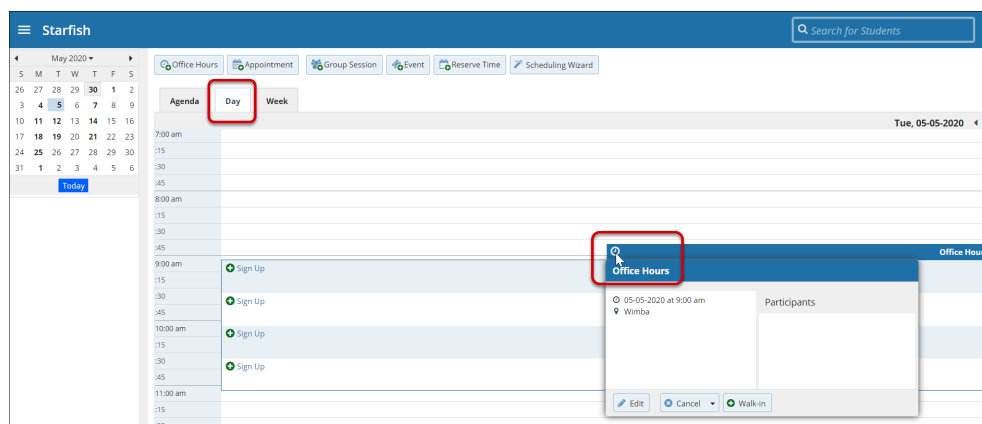
After setting your initial Office Hours in Starfish, as your availability changes, you may need to adjust, or even cancel, your original Office Hour blocks. You may edit or cancel those Office Hours as follows:

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



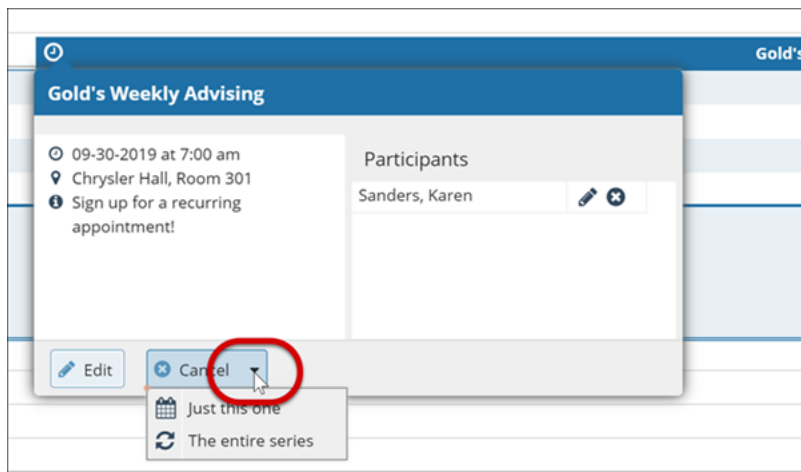
2. Select the **Day** tab of your Starfish Calendar and locate the Office Hour Block you would like to modify.

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. The form has a title field set to "Office Hours". The "What day(s)" field is set to "Weekly", and "Repeats every" is set to "1 week(s)". The "Repeat on" section shows checkboxes for days of the week, with "Mon" selected. The "What time?" field shows a time range from "12:00 pm" to "2:00 pm". The "Where?" section has a note and two location options: "Chrysler Hall, Room 301" (unchecked) and "Wimba" (checked). The "Office hours Type" is set to "Scheduled And Walk-ins". The "How long?" section has two dropdowns for "minimum appointment length" and "maximum appointment length", both set to "15 minutes". The "Appointment Types" section lists various meeting types with checkboxes: Advising, AppTest, Event, Kiosk: Career Center Workshop, Teaching, and Weekly Teaching Check-in. The "Submit" button is highlighted in blue.

**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](#)