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.
   - 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.
   - 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.”
1. 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.

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