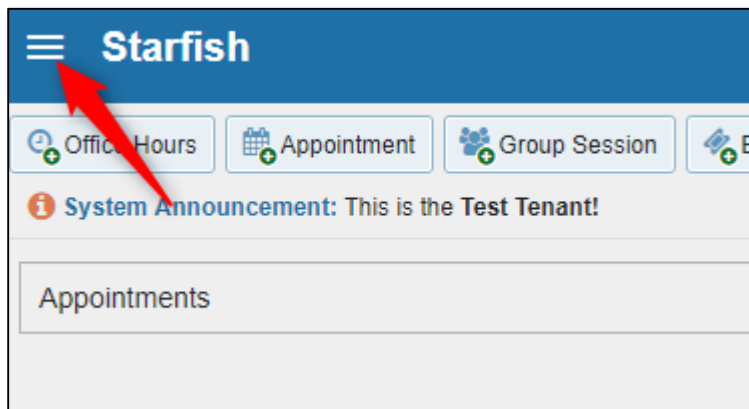


## Starfish – How to Edit or Cancel Office Hours

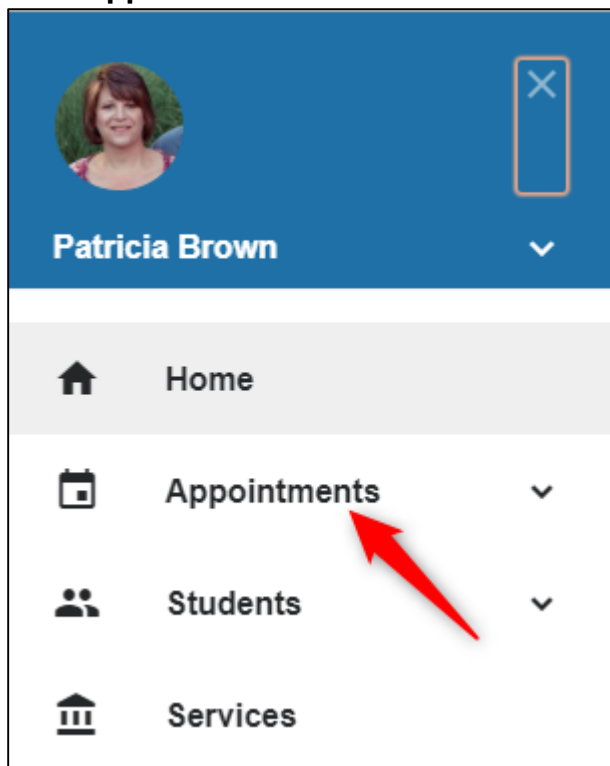
This tutorial will show you how to **edit or cancel your office hours**.

### Directions:

1. Log into Starfish.
2. Click the **3 bars** next to Starfish.

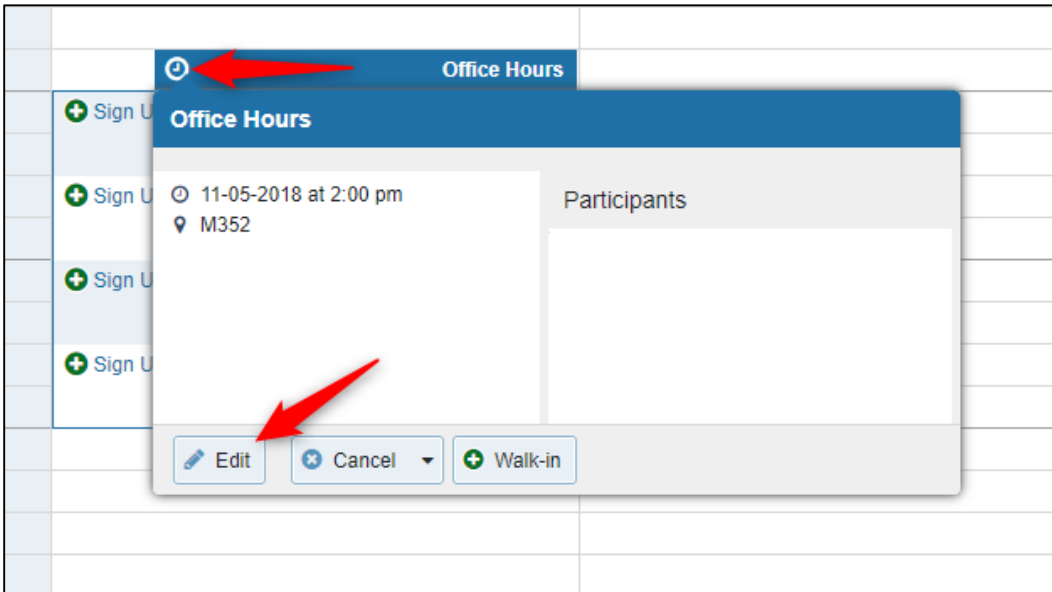


3. Click **Appointments**.

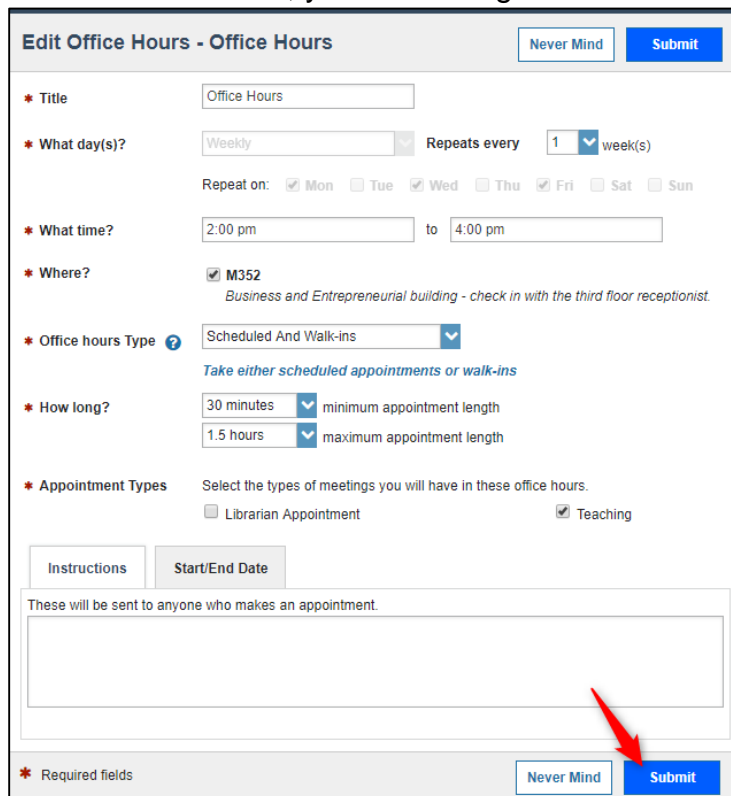


## TO EDIT OFFICE HOURS

- a. Find the set of office hours you want to edit. Roll your mouse over the **clock icon** and the click **Edit**.

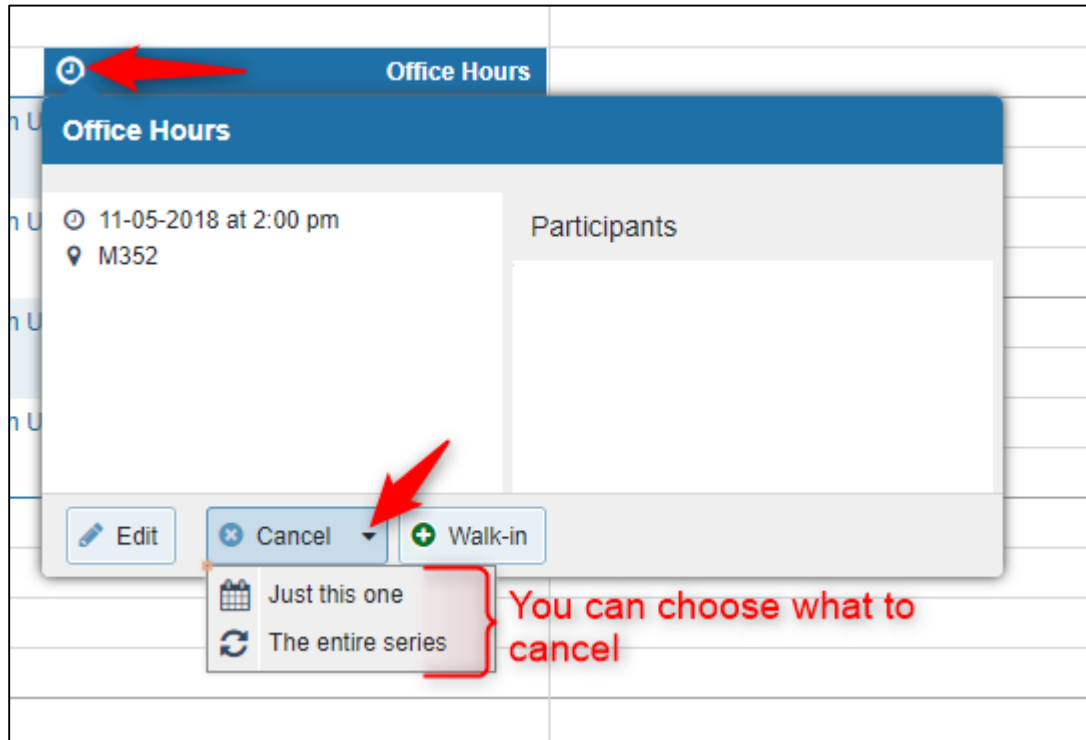


- b. You can change anything on this screen. For example, if your office hours change from 2:00 to 3:30 instead of 4:00, you can change the time and then click **Submit**.

A screenshot of the "Edit Office Hours" form. The form is titled "Edit Office Hours - Office Hours" and has "Never Mind" and "Submit" buttons at the top right. The form fields include: Title (Office Hours), What day(s) (Weekly), Repeats every (1 week(s)), Repeat on (Mon, Tue, Wed, Thu, Fri, Sat, Sun), What time? (2:00 pm to 4:00 pm), Where? (M352), Office hours Type (Scheduled And Walk-ins), How long? (30 minutes minimum, 1.5 hours maximum), and Appointment Types (Librarian Appointment, Teaching). There are also "Instructions" and "Start/End Date" tabs, and a text area for instructions. A red arrow points to the "Submit" button at the bottom right.

## TO CANCEL OFFICE HOURS

- a. Find the set of office hours you want to cancel. Roll your mouse over the **clock icon** and the click **the down arrow by Cancel**. You can choose to cancel just this day and time or the entire series for the semester.



- b. I used, **Just this One**. You can **write a message** to your students and then click **Submit** to cancel your office hours for that day.

The screenshot shows a dialog box titled 'Delete Office Hours'. At the top right, there are two buttons: 'Never Mind' and 'Submit'. Below the title, the text asks 'Do you want to delete this office hours occurrence?'. Underneath, it says 'You can send a message to people with appointments, explaining why you canceled this Office Hours Block:'. A text input field contains the message: 'At a conference. Please call the department admin to reschedule.' A red arrow points to this message. At the bottom right, there are two buttons: 'Never Mind' and 'Submit'. A red arrow points to the 'Submit' button. A red asterisk and the text '\* Required fields' are located at the bottom left of the dialog box.