## How to cancel an Office Hour block or entire series in Starfish

Starfish allows users to cancel existing individual Office Hour blocks *or an* entire Office Hour series. To cancel an existing Office Hour block or series click the clock icon in the header of the relevant Office Hour block/series.

C Office Hours	164	pointment	Croup Session	Sevent	Reserve Time	✓ Scheduling Wizard		
Agenda	Day	Week						
		Sunday, M	arch 22	Monday,	March 23	Toroday, March 24	Wednesday, March 25	
45						/	·	
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t2.00 pm			0	Lunch (12:00	pm)	(12.00 pm)	2 Lunch (12:00 pm)	a
15								
50				39				
45				0	Office Hours			

You will then see the cancel button with a drop-down menu option available. Clicking the drop down icon opens the Cancel menu that provides two options: :1) Just this one, or 2) The entire series.

Select the appropriate cancellation option.

Clicking the "Just this one" option will open the "Delete Office Hours" window. Enter any message or instructions that you would like to send to students who might have appointments scheduled in the Office Hour block you are cancelling. This message will be sent to any student(s) affected. Click the blue "Submit" button to cancel the Office Hour block.

Delete Office Hours	Never Mind	Submit
To you want to delete this office hours	s occurrence?	
You can send a message to people with a his Office Hours Block:	appointments, explaining wt	iy you cancele
Enter instructions/message to student here.		

Clicking the "The entire series" option will open the "Cancel Series Confirmation" window.

Be sure to select the timeframe you want the cancellation to begin – the options are "Today" or "Selected Date" which displays the date of the Office Hour block for you clicked on the header icon to begin the cancellation process. Enter any message or instructions that you would like to send to students who might have appointments scheduled in the Office Hour series you are cancelling. This message will be sent to any student(s) affected. Click the blue "Submit" button to cancel the Office Hour series.

Cancel S	eries Confirmation Never Mind Sub	mit
• Date	🔘 Today (Today)	
	Selected Date (03-24-2020)	
	Please select the date to capcel this office hours series from.	
	You can send a message to people with appointments, explaining with cancelled this office hours series.	hy you

Be sure to go into your Outlook calendar and click the "Remove from calendar" buttons in the cancellation messages you received from Starfish. This will remove the Office Hour block/series from your Outlook calendar.