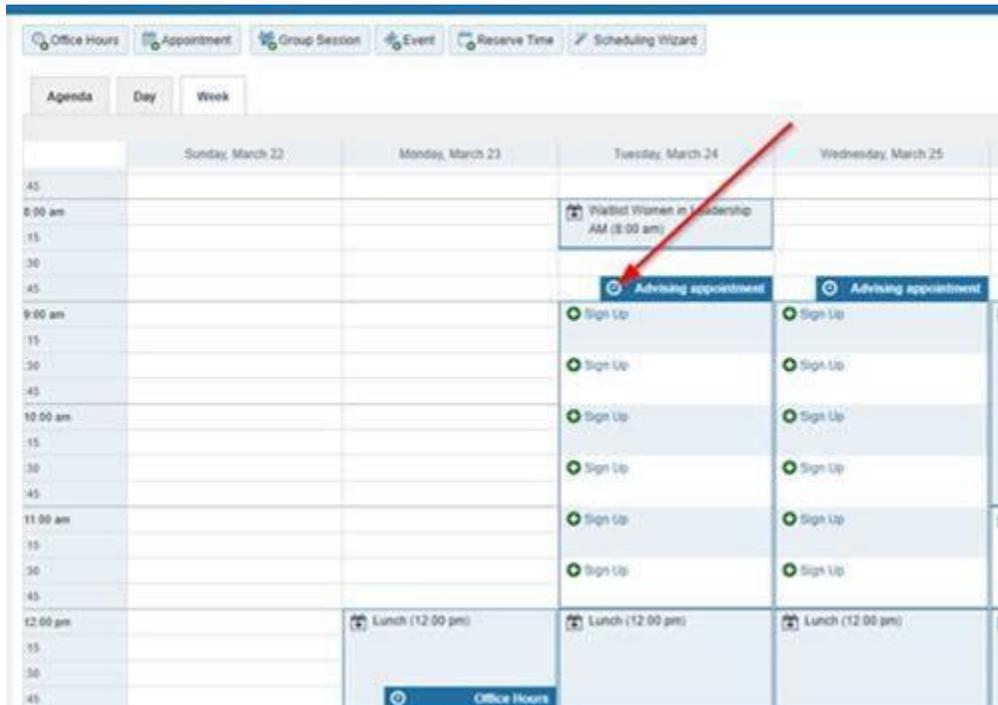


## How to cancel an Office Hour block or entire series in Starfish

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.



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

Do you want to delete this office hours occurrence?

You can send a message to people with appointments, explaining why you canceled this Office Hours Block:

Enter instructions/message to student here.

\* Required fields Never Mind Submit

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 Series Confirmation** Never Mind Submit

\* Date  Today (Today)  Selected Date (03-24-2020)

Message   
 Please select the date to cancel this office hours series from.

You can send a message to people with appointments, explaining why you cancelled this office hours series.

\* Required fields Never Mind Submit

**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.**