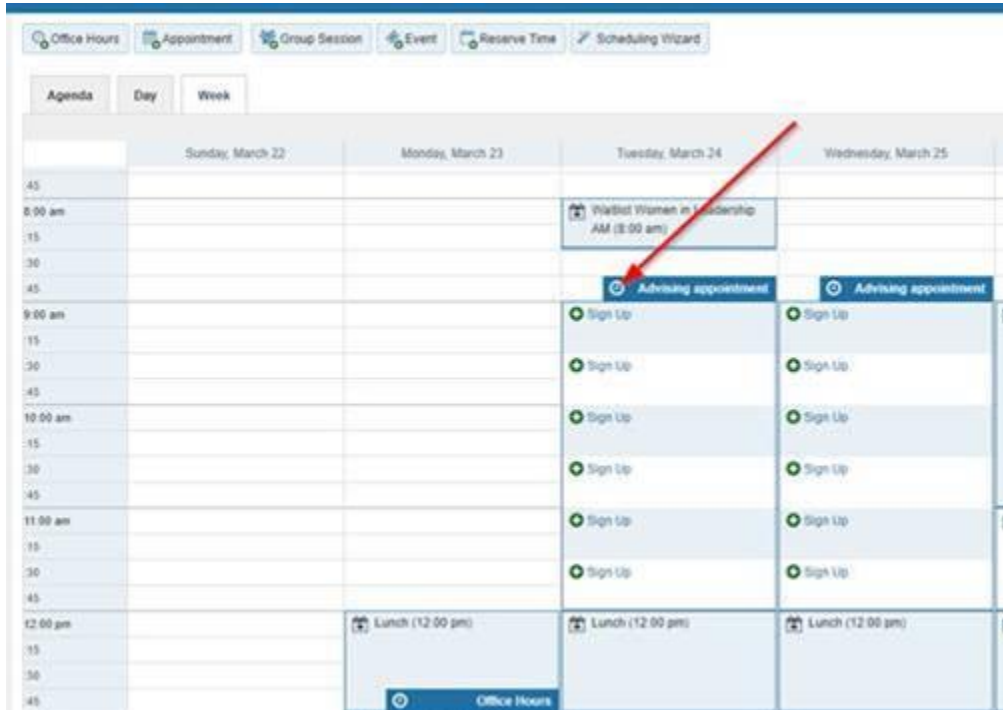
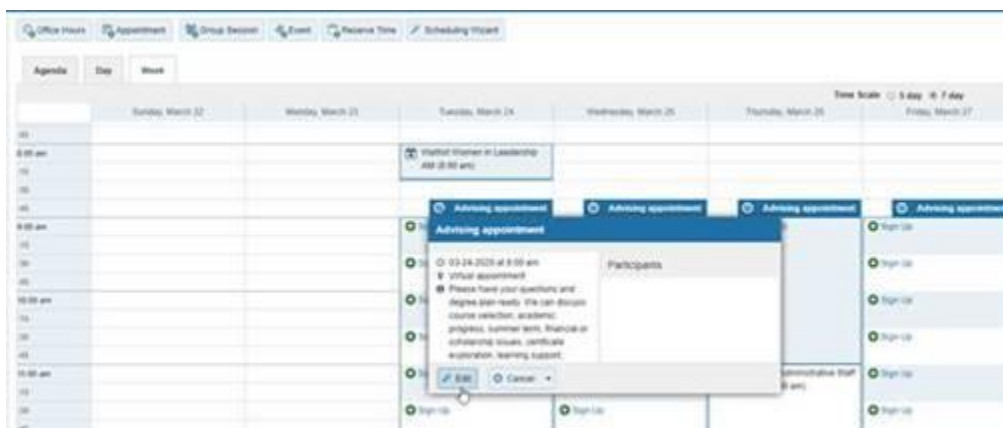


How to edit an Office Hour series in Starfish

Starfish allows users to edit existing Office Hour *series*. It is *not* possible to edit a single Office Hour block/instance – only the entire series that instance is a part of. To edit an existing Office Hour series click the clock icon in the header of a relevant Office Hour block in the series.



You will then see the edit button in the lower left of the small window that opens. Using that edit button will allow you to edit the entire Office Hour series (not just the one you have selected).



Clicking the edit button opens the “Edit Office Hours” window. In this window you can edit almost all of the fields in the Office Hour Series including the time, location, type, length, and start/end dates.

Edit Office Hours - Office Hours [Never Mind] [Submit]

- **Calendar**: My Calendar
- **Title**: Office Hours
- **What day(s)?**: [Monday] Repeats every 1 week(s)
Repeat on: Mon Tue Wed Thu Fri Sat Sun
- **What time?**: 8:00 am to 10:00 am
- **Where?**: Note: You may select more than one location to give students a choice.
 - Microsoft Teams**
You will receive an e-mail from me containing a link (URL) for our Teams meeting
 - Phone Call**
When scheduling, please provide the number (###-###-####) at which you would like me to call you.
 - 108 Ingraham Hall**
Please check in at the front desk.
- **Office hours Type**: Scheduled Appointments Only
Only take scheduled appointments
- **How long?**: 30 minutes minimum appointment length
30 minutes maximum appointment length
- **Appointment Types**: Select the types of meetings you will have in these office hours.
 - Academic Advising (all students)
 - Career Advising

Instructions | **Start/End Date**

These will be sent to anyone who makes an appointment

Instructions

[Never Mind] [Submit]

* Required fields

Be sure to click the blue “Submit” button at either the top, or the bottom of the window in order to ensure your edits to the Office Hour series are saved.