

## Edit/Cancel Office Hours

1. Click **Appointments** tab. (Shown in Figure 1)

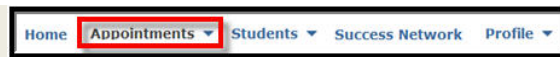


Figure 1

2. Under the My Office Hours section, select the  next to the hours you want to edit or cancel. This will open the Office Hours Menu. (Shown in Figure 2) Here you can choose to **Edit Office Hours** or **Cancel Series**.

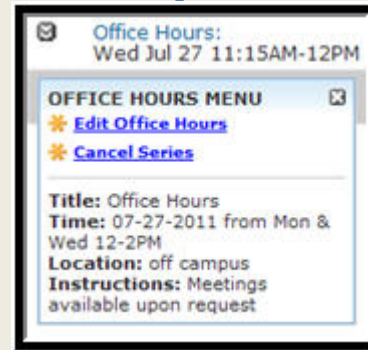



Figure 2

3. Be sure to click  to save the changes.

**NOTE:** *It is often easier to reserve a time than it is to cancel office hours, especially if you are only cancelling one instance of your weekly office hours. Please see page 15 for more information.*