


Edit/Cancel Office Hours

1	<p>Hover over the office hours icon next to an office hour title to open the pop-up card.</p> 
2	<p>Click EDIT or CANCEL to make your changes.</p>
3	<p>If canceling, select JUST THIS ONE or THE ENTIRE SERIES. If canceling the entire series, you will be prompted to confirm the date from which to cancel the series and to add a message that will be sent to anyone who had a meeting time scheduled with you.</p>
4	<p>Click SUBMIT.</p>