

## Deleting a Meeting in Outlook

After you have scheduled a meeting or made an appointment using your Outlook calendar, you might need to cancel. Following are the steps to take to delete a meeting.

1. Open your Outlook calendar to the date of the meeting you want to cancel.
2. Double click on the appointment. Click on the **X** located on the top toolbar (see Figure 1 below).

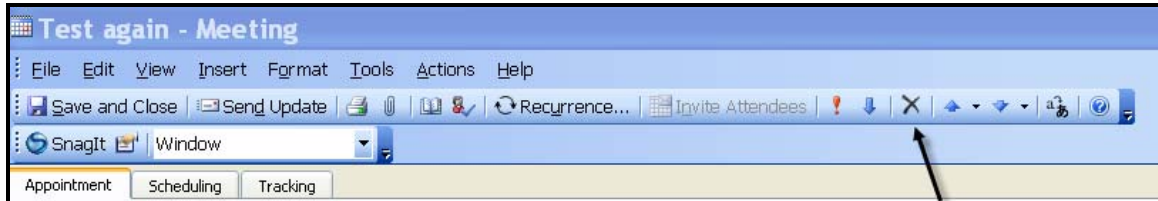


Figure 1

3. The next screen to appear is Microsoft Office Outlook. Click the option **Send Cancellation and Delete Meeting**. Click **OK** (see Figure 2 below).



Figure 2

4. The meeting will automatically be deleted from your calendar. Outlook will send a message to each attendee informing them that the meeting has been canceled. The attendee will need to click on the **X** located at the top of the message page in order for the meeting to be canceled from their calendar (see Figure 3 below). The room booking will automatically be canceled.

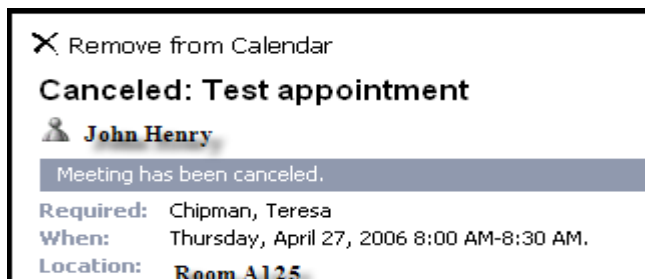


Figure 3

