Learn how to use Room Scheduling to cancel an event.
You can delete an event anytime before it is scheduled to occur.

1. On the left navigation, click **Room Scheduling**.
2. Click **Browse Rooms**.
3. Locate the room that the event is in. See **Browse Rooms** for details.
4. On the room's screen, if you are using the Day or Week view:
   a. Click the **Remove button** (🗑️) next to the title of the event.
   b. On the confirmation window, click **OK**.
   c. The event is deleted and is removed from the calendar.
5. If you are using the List view:
   a. Click the **check box** next to the event you want to delete. You can delete multiple events at a time. If you want to delete all events in the list, click the **check box** at the top of the table.
   b. Click **Delete Events**.
   c. The event is deleted and grayed out on the list.