Delete (cancel) an event

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.