

Cancel a Meeting: To cancel a meeting that you organized:

1. Open the meeting on your Calendar.
2. Select **Actions** → **Cancel Meeting** from the window menu bar.
3. Select **Send cancellation message and delete meeting** or **Delete without sending a cancellation** and click **OK**.
4. If you chose to send a message, enter the message and click the **Send** button. (The meeting will be automatically removed from all attendees' calendars as soon as they open this message.)