

# How to cancel a meeting

1. Select the "Edit Meetings" tool.

Meeting Tools

[Request Video Meeting](#) | [View Active Meetings](#) | [Accept or Decline a Meeting](#) | [Reports](#) | [Edit Meetings](#) |

click here

2. Use the drop-down menus to select the date.

Meeting Search

Start Date: March 11 2010

End Date: March 10 2010

Meeting Keyword: [ ]

Meeting Type: All Types

Search Entire Range | Search Start Date ONLY

select date

then click here

3. Find your meeting.

There it is!

DATE	TIME	TITLE	CANCELED	EDIT	DELETE	EDIT SITE INVITES
3/15/10	8:00 AM - 8:20 AM	test meeting	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<a href="#">Invite</a> <a href="#">Uninvite</a>

4. Hit the "Yes" button in the CANCELED column.

DATE	TIME	TITLE	CANCELED	EDIT	DELETE	EDIT SITE INVITES
3/15/10	8:00 AM - 8:20 AM	test meeting	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<a href="#">Invite</a> <a href="#">Uninvite</a>

click here

5. The page will refresh and the "Yes" will be highlighted, indicating you meeting has been canceled.

DATE	TIME	TITLE	CANCELED	EDIT	DELETE	EDIT SITE INVITES
3/15/10	8:00 AM - 8:20 AM	test meeting	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<a href="#">Invite</a> <a href="#">Uninvite</a>

Your meeting has been canceled!

You are done!