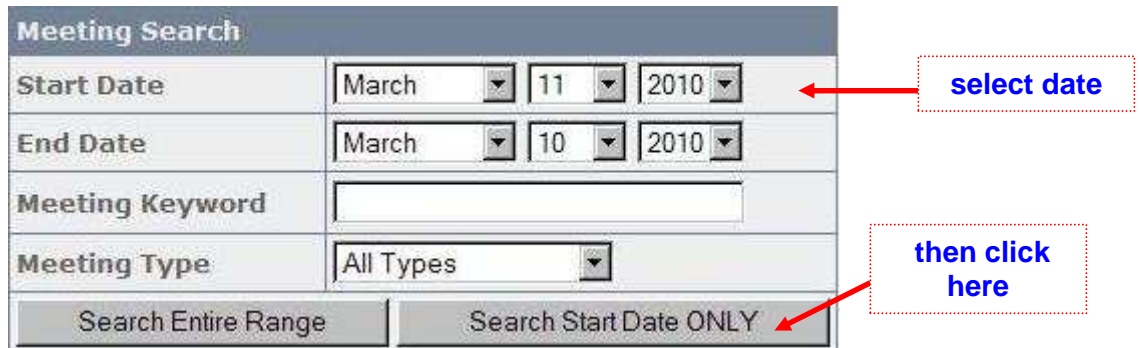


How to un-cancel a meeting

1. Select the "Edit Meetings" Tool.



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



3. Find your meeting.

A screenshot of a meeting list table. The table has columns: DATE, TIME, TITLE, CANCELED, EDIT, DELETE, and EDIT SITE INVITES. A row is highlighted with a red arrow pointing to it, labeled 'There it is!'. The row contains: 3/15/10, 8:00 AM - 8:20 AM, test meeting, No Yes, Edit, Delete, Invite Uninvite.

DATE	TIME	TITLE	CANCELED	EDIT	DELETE	EDIT SITE INVITES
3/15/10	8:00 AM - 8:20 AM	test meeting	No Yes	Edit	Delete	Invite Uninvite

4. Hit the "No" button in the CANCELED column.

A screenshot of the same meeting list table. A red arrow points to the 'No' button in the CANCELED column of the highlighted row, labeled 'click here'.

DATE	TIME	TITLE	CANCELED	EDIT	DELETE	EDIT SITE INVITES
3/15/10	8:00 AM - 8:20 AM	test meeting	No Yes	Edit	Delete	Invite Uninvite

5. The page will refresh and the "No" will be highlighted, indicating that your meeting is back on the schedule.

A screenshot of the same meeting list table. The 'No' button in the CANCELED column of the highlighted row is now highlighted in green. A red arrow points to it, labeled 'Your meeting is back on!'.

DATE	TIME	TITLE	CANCELED	EDIT	DELETE	EDIT SITE INVITES
3/15/10	8:00 AM - 8:20 AM	test meeting	No Yes	Edit	Delete	Invite Uninvite

You are done!

Your meeting is back on!