

How to Remove a Scheduled Invitation from Google Calendar (IIUM Account)

If you've sent a **Google Calendar invite** and need to **cancel or delete it**, follow these steps:

Method 1: Cancel the Event (Before It Starts)

1. **Open Google Calendar** (calendar.google.com).
2. **Find the event** → Click on it.
3. Click "**Edit Event**" (pencil icon).
4. Select ☐ "**Delete**" or "**Cancel Event**" if it's a meeting).
5. Choose:
 - "**Delete this event**" (only removes from your calendar).
 - "**Delete for all attendees**" (recommended to notify guests).
6. Click "**Send Cancellation**" to notify participants.

Done! The event will disappear from all calendars.

Method 2: Delete a Recurring Event

1. Open the **recurring event** in Google Calendar.
2. Click "**Edit Event**".
3. Choose:

- **"This event only"** (deletes one instance).
- **"All following events"** (deletes future repeats).
- **"All events in the series"** (fully deletes it).

4. Click **"Delete"** → **"Send Cancellation"**.

⚠ **Warning:** If you delete **"All events"**, past instances remain in guests' calendars.

Method 3: Retract an Invitation (If Not Yet Accepted)

If the event is still pending:

1. Open the event → Click **"Edit"**.
 2. Remove all attendees from the **"Guests"** list.
 3. Click **"Save"** → **"Send Updates"**.
 4. Now, **delete the event** (no cancellation will be sent).
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Troubleshooting

❏ **"Delete" option missing?**

- You may not be the **event organizer**. Ask the creator to cancel it.

❏ **Accidentally deleted?**

- Check **Trash** (left sidebar) → Restore within **30 days**.
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Need Help?

- **IIUM IT Help Desk:** 03-6421 6666
- **Email:** servicedesk@iium.edu.my

*Note: Canceling an event **does not** delete past emails about it.* ☐☐

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