

To remove a scheduled invitation from Google Calendar

1. **Open Google Calendar:** Log in to your Google account and proceed to Google Calendar.
2. **Locate the Meeting:** Find the meeting you want to cancel on your calendar. You can scroll through your calendar or use the search function if you have a busy schedule.
3. **Delete the Event:** Click on the meeting to view its details. Look for options like “Edit,” “Delete,” or “Cancel.” Select the “Delete” or “Cancel” option. Confirm the action, and the meeting will be removed from your calendar and the calendars of all the guests.

Remember that attendees will automatically receive a notification about the cancellation, so there's no need to send a separate message. This helps manage your time better and ensures everyone's calendars stay up to date!

Revision #1

Created Wed, May 29, 2024 2:06 PM by FAZILAH BT. BASARUDDIN

Updated Fri, Oct 18, 2024 1:55 PM by FAZILAH BT. BASARUDDIN