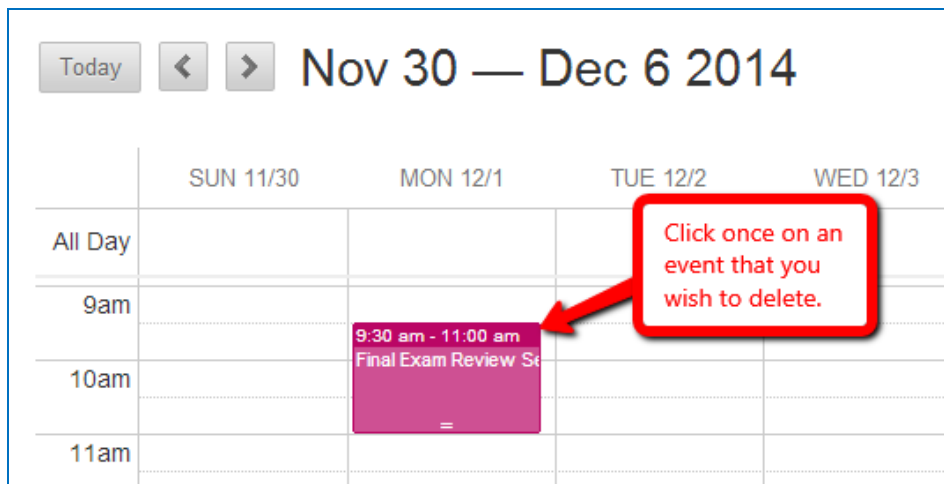


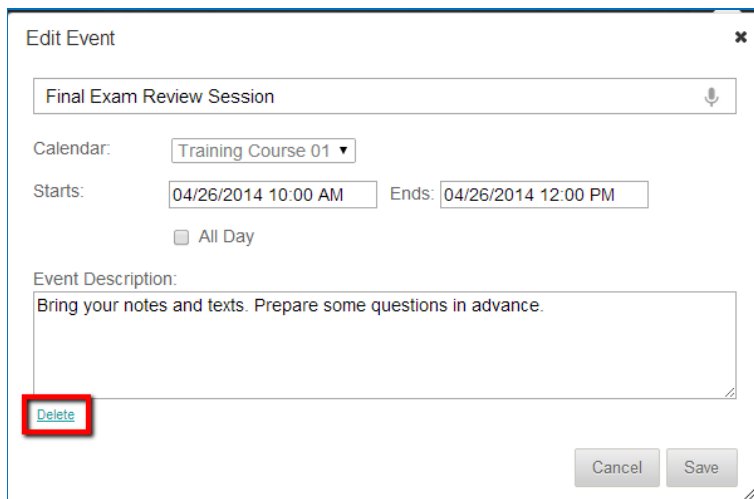
Deleting an Event

To delete an event from the Calendar:

1. Click on the event you wish to delete.



2. Click the **Delete** link below the event description.



3. You will receive a Delete Event notification. In the case of recurring events, you will be asked whether to delete just this occurrence or the entire series. Click **OK** to confirm deletion.

