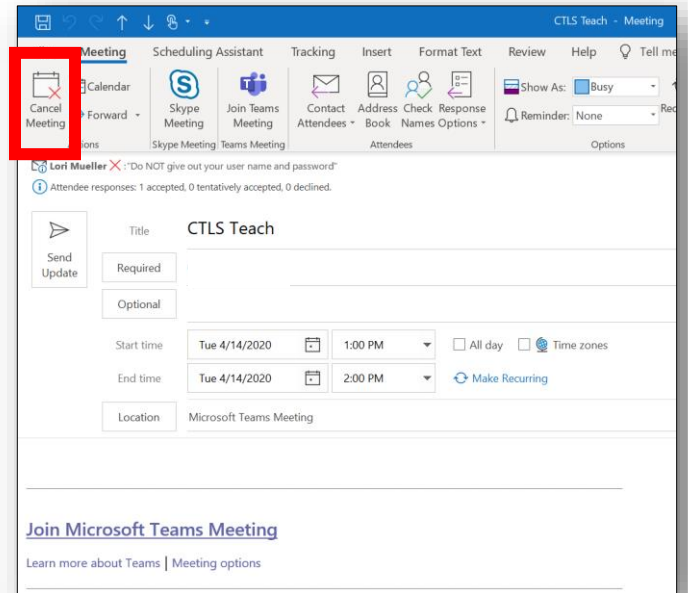


Cancel a Scheduled Meeting in Microsoft Teams

These directions explain how to cancel a scheduled meeting in Microsoft Teams. Scheduled Teams Meetings must be cancelled to void meeting hyperlinks.

Cancel a Teams Meeting in Outlook Desktop App

1. Open the **Outlook app** and locate the **Teams Meeting** on the calendar.
2. Double-click the calendar item to open the **Teams Meeting** from the calendar.
3. Click **Cancel Meeting** in the upper left corner.



Cancel a Teams Meeting in Teams

1. Open **Teams** via the app or online.
2. Click the **Calendar** in Teams on the left side column.
3. Click on the **Teams Meeting** on the calendar to open it.
4. Click **Cancel Meeting** in the upper left corner.

