

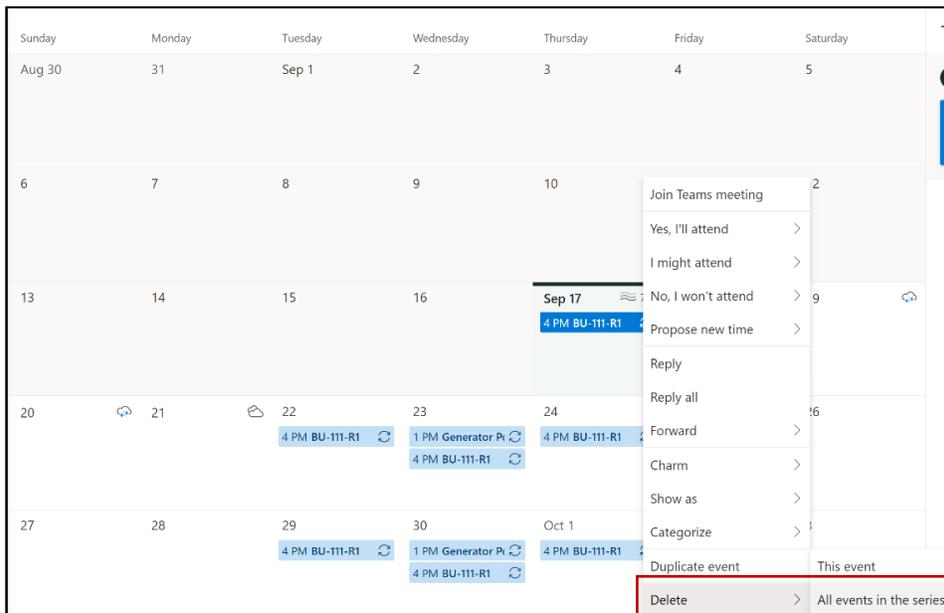
How to Delete a Meeting for a Dropped Class in Microsoft Teams

You might have accepted a recurring meeting link for a class. Later, you dropped the class. This document will show you how to delete the recurring meeting from your calendar.

1. Log in to your Outlook on the web or Outlook on your computer with your Herkimer College email and password. Click on the **calendar icon** at the lower-left corner of the screen.



2. Once your calendar is opened, right-click on the meeting you want to delete from your calendar. Hover your mouse over **delete** at the bottom and then click **all events in the series**.



3. Click **delete** on the message box to confirm; this will delete the recurring meeting from your calendar.

