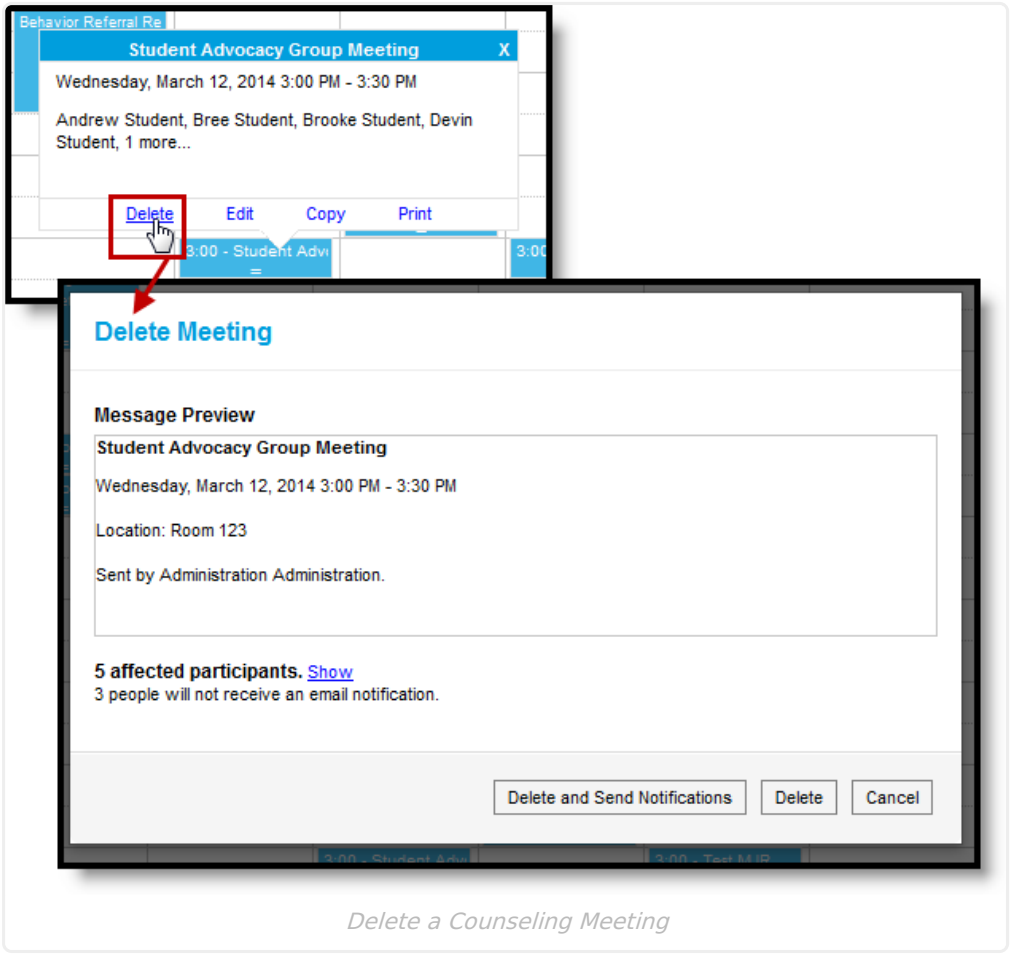
Delete a Counseling Meeting

Last Modified on 07/30/2026 11:30 am CDT

Tool Search: Counseling, Meetings

To delete a meeting, click on the meeting and select **Delete**. A notification window displays giving you a summary of the meeting and the affected participants.

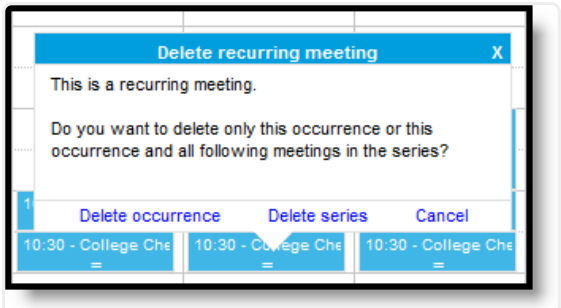


Delete a Counseling Meeting

See the Send Counseling Meeting Notifications article for more information about notifications. When you delete a meeting and send a notification, invited participants are notified that the meeting is canceled.

Delete Recurring Meetings

If the meeting you're deleting is part of a recurring series, you have the option of deleting the entire series or just the selected occurrence.



Delete Recurring Meetings

Deleting a series cancels all future instances of the meeting, but not previous occurrences.