

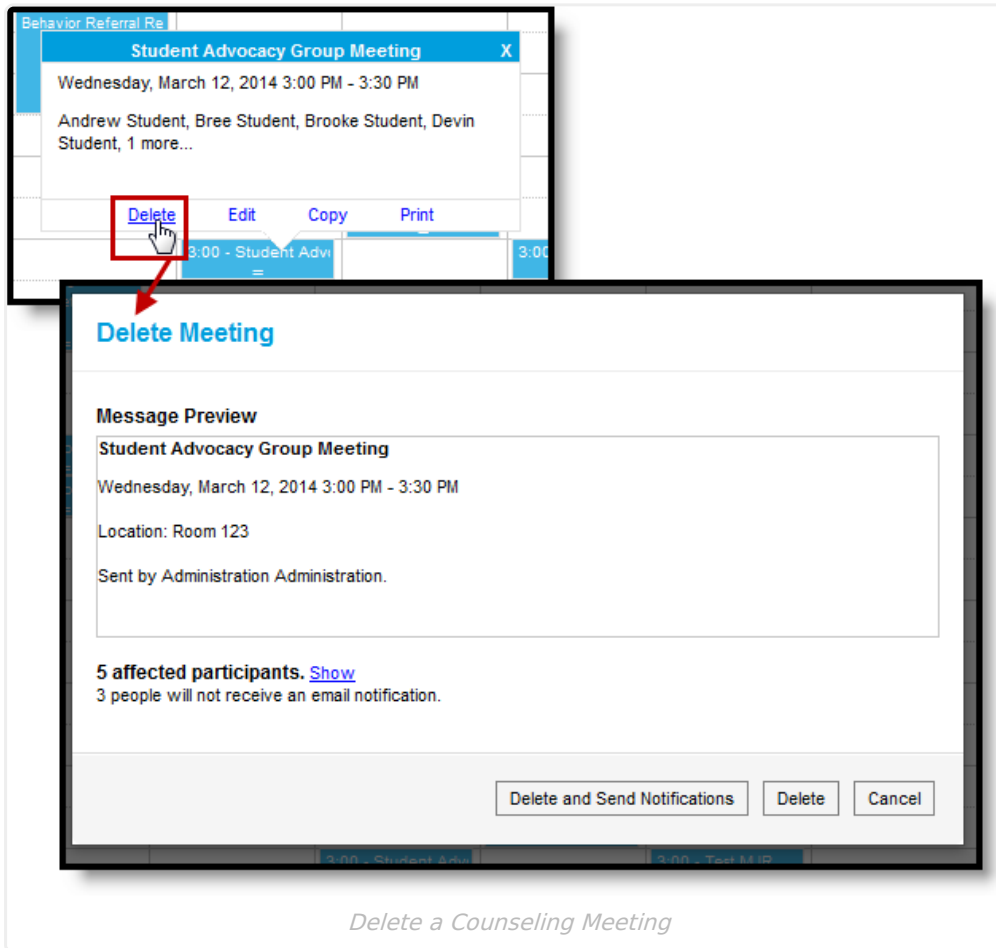
# Delete a Counseling Meeting

Last Modified on 03/11/2024 8:44 am CDT

**Classic View:** Student Information > Counseling > Meetings

**Search Terms:** Counseling, Meetings

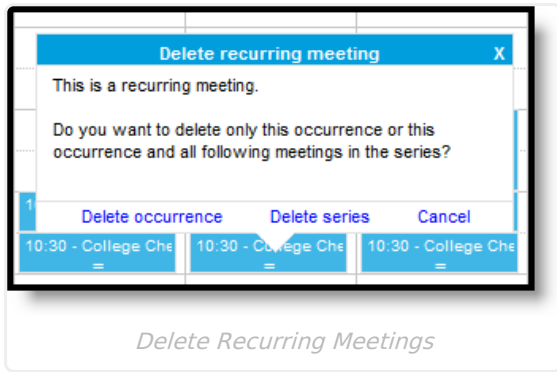
To delete a meeting, click on the meeting and select **Delete**. A notification window displays giving you a summary of the meeting and the affected participants.



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.



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

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