

## **Delete a Counseling Meeting**

Last Modified on 10/21/2024 8:21 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.

Behavior Referral Re X   Student Advocacy Group Meeting X   Wednesday, March 12, 2014 3:00 PM - 3:30 PM Andrew Student, Bree Student, Brooke Student, Devin Student, 1 more   Delete Edit Copy Print   3:00 - Student Advi 3:00
Delete Meeting   Message Preview   Student Advocacy Group Meeting   Wednesday, March 12, 2014 3:00 PM - 3:30 PM   Location: Room 123   Sent by Administration Administration.
<b>5 affected participants.</b> <u>Show</u> 3 people will not receive an email notification.
Delete and Send Notifications Delete Cancel

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.



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