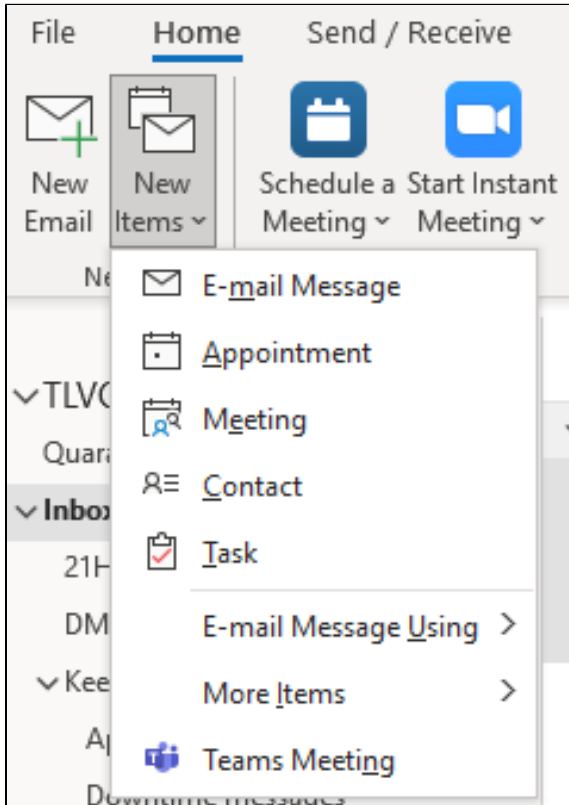# Managing Meetings in the Outlook Desktop App

Create a Meeting:

Open Outlook and go to your calendar.

On the **Home** tab, select **New Items** then **Meeting**.

Fill in the meeting information as needed, including meeting attendees.

Select **Send**.

Cancel a Meeting:

Remove a meeting from your Outlook calendar when the meeting isn't necessary and you want to let the meeting attendees know the meeting is cancelled.

Note: You can only cancel meetings that you organized. If you were invited to a meeting that you want to delete from your calendar, see how to Delete a Meeting Below.

Switch to your **Calendar** and find the meeting.

Double-click the meeting to open it.

On the ribbon, click **Cancel Meeting**.

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The meeting form will change into a meeting cancellation form. Type a message to let the attendees know the meeting is cancelled. It's not necessary, but it helps to avoid confusion.

Click **Send Cancellation**.

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The meeting, including any meeting agenda, notes, and attachments, will be deleted from Outlook.

Only the meeting organizer—the person who sends a meeting request—can send a meeting update or a cancellation.

Deleting a Meeting:

There are times when you'll want to delete an appointment or meeting (or a series of them) from your calendar, such as when a project comes to a close and there is no reason to meet any longer.

In Outlook at the bottom of the screen, click **Calendar**.

For appointments or meetings you didn't organize, right-click and select **Delete**.

For recurring appointments or meetings, you can choose to delete the **Occurrence** or the **Series**.

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