Cancelling Meetings Made with Booking Calendars [New]

Managing meeting cancellations effectively ensures that all parties are informed and updated. This article will help you to understand the effects of cancelling meetings and how to properly cancel them.

Effects of Cancelling a Meeting

When a meeting that was made using a Booking Calendar is cancelled:

- **Calendar Update:** The calendar event's status changes to **free**, and **CANCELLED** is added to the event title for easy identification.
- **Guest Notification:** Cancelation notifications are sent to the guest based on the **Guest notification template** that was used by the Booking Calendar.
- **User Notification:** Cancellations notifications are sent to the hosts based on their **User Notifications** settings.

How to Cancel a Meeting from Your Connected Calendar Application

If you are using the Two-Way Sync feature found within **User Integrations** in your account, you can cancel a meeting directly from your connected calendar.

1. Open your calendar application.

2. Locate the scheduled event for the meeting.

3. Delete the event to cancel the meeting.

Once deleted, the cancellation will sync automatically with OnceHub and notify the relevant parties.

Note: This feature is not available for hosts that make use of iCloud Calendars.

How to Cancel a Meeting from Within OnceHub

You can also cancel a meeting directly in OnceHub through the following steps:

Navigating to the Meeting

1. Click on **Activities** in the left-hand navigation menu.

2. Select the meeting you want to cancel from your list of activities.

Canceling the Meeting

1. Click the **Cancel** button near the top of the meeting information pane.

2. Enter a **Cancellation Reason** in the pop-up.

3. Click **Cancel the meeting** to confirm.