# 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.