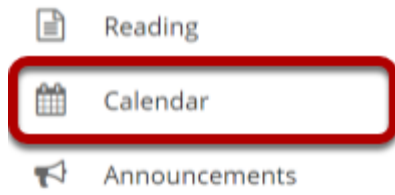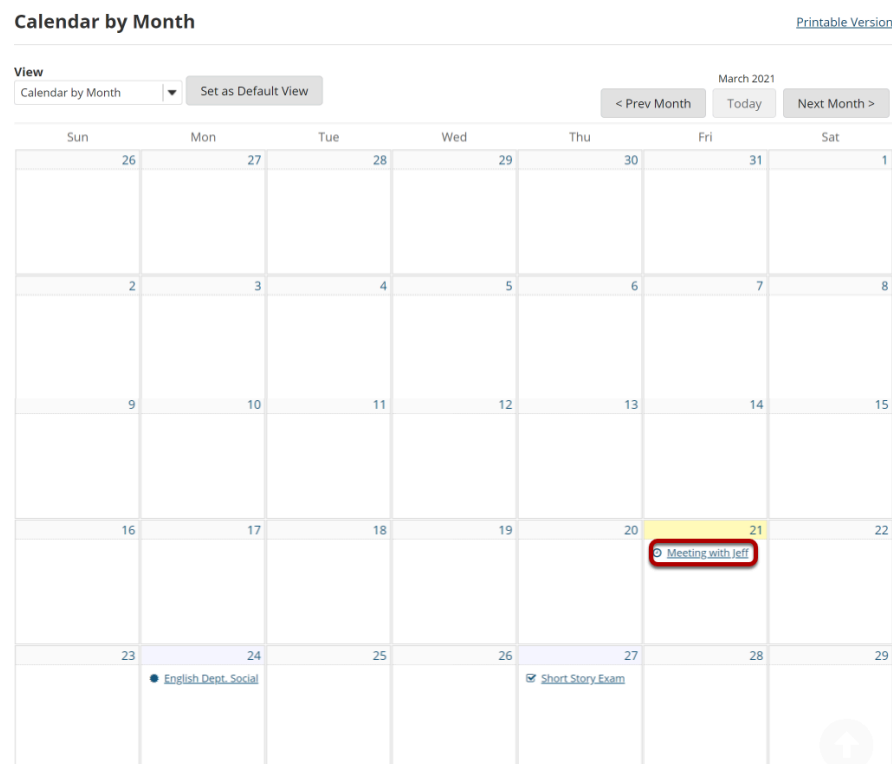# How do I delete a calendar item?

Go to Calendar.

Select the **Calendar** tool from the Tool Menu in your site.

Click on the calendar entry that you want to delete.

Click Remove Event.

Meeting with Jeff

Date	Mar 21, 2021
Time	3:00 pm - 4:00 pm EST
Description	Meeting with TA to discuss next week's plan.
Frequency	Activity occurs once
Event Type	⏱ Meeting
Owner	Demo Instructor
Site	TEST 003 015 Summer 2020
Event Location	Office 114, Frost Hall
From Site	"TEST 003 015 Summer 2020" (dd183f90-6478-46bd-a980-ea8f14716694)

Edit Event   **Remove Event**

Confirm removal.

Delete calendar event

> ⓘ Are you sure you want to remove this event?

Title	Meeting with Jeff
Date	Mar 21, 2021
Time	3:00 pm - 4:00 pm EST
Frequency	Activity occurs once.
Event type	⏱ Meeting

Description

Meeting with TA to discuss next week's plan.

Remove Event   Cancel

You will be prompted to confirm the removal. If you are sure you want to delete the item, click **Remove event**.