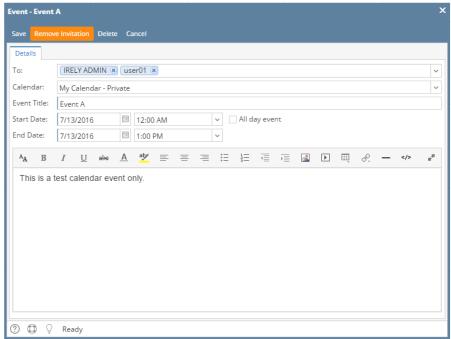
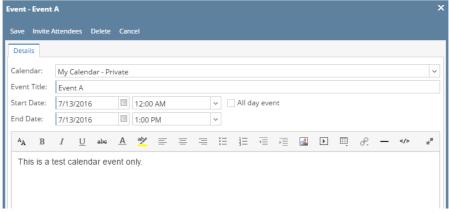
How to Remove Invitation

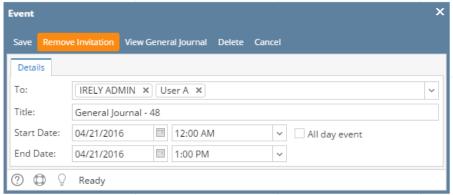
- 1. On the user's menu panel go to Common Info folder then click Calendar
- 2. Click on an event in the calendar to open the Event form
- 3. Click the Remove Invitation button



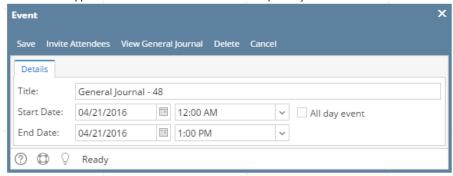
4. To field will disappear and Remove Invitation button will replace by Invite Attendees button



- 5. Click the Save button to save the changes. Event will also be removed from the previous attendee's calendar.
- 1. On the user's menu panel go to Common Info folder then click Calendar
- 2. Click on an event in the calendar to open the **Event** form
- 3. Click the Remove Invitation button



4. To field will disappear and Remove Invitation button will replace by Invite Attendees button



5. Click the **Save** button to save the changes. Event will also be removed from the previous attendee's calendar.