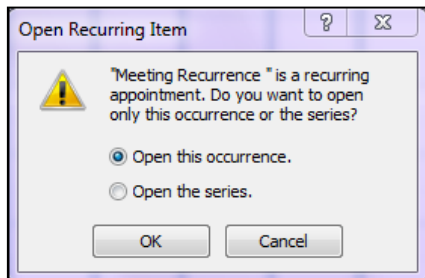


## Outlook 2013: Cancelling (removing) a single Meeting Request that was created as of a recurrence.

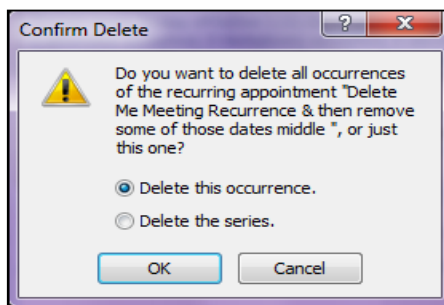
Open the one meeting that you want to delete, the one that needs to be removed from the occurrence. When the **Open Recurring Item** dialog box comes up be sure **Open this occurrence** is selected and click **OK**.



Click on **Cancel Meeting** which is found on the far left side of the opened meeting.



A **Confirm Delete** dialog box appears be sure the **Delete this occurrence** is selected. Click **OK**.



Once you click ok you will see this on your **Meeting Request** click **Send Cancellation** which will send an email to all attendees.

