FLORIDA ATLANTIC UNIVERSITY
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Zoom Scheduling: Canceling a Zoom meeting or Recurring Zoom Meeting

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Canceling a Zoom meeting or Recurring Zoom Meeting

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If you want to cancel an unnecessary Zoom meeting, you can remove it from the web portal, desktop client, or in your mobile app.

You can delete a single meeting or recurring meeting, or reschedule it to a later date.

If you set up calendar integration, you can also remove or cancel a meeting from your calendar. If you delete a scheduled meeting from your calendar, Zoom will also remove it from the desktop and web client.

Note: You can recover deleted meeting sessions within 7 days from the Zoom web portal. After 7 days, meetings will be permanently deleted.

Windows | macOS | Linux

Delete or cancel a Zoom meeting

1. Open the Zoom desktop client.
2. Click the **Meetings** tab.
3. On the left-hand pane, select the meeting you want to delete.
4. From the options to the right, click **Delete**.
5. On the verification dialog box, click **Delete** to confirm.

Delete a recurring meeting

1. Open the Zoom desktop client.
2. Click the **Meetings** tab.
3. On the left-hand pane, select the meeting you want to delete.
4. From the options to the right, click **Delete**.
5. On the verification dialog box, choose from the options:
    - To delete a single meeting, click **Delete This Occurrence**. (THIS IS FOR ONE OCCURRENCE ONLY, ALL OTHERS WILL REMAIN)
    - To delete a series of meetings, click **Delete All Occurrences**. (THIS IS TO DELETE ALL MEETINGS FOREVER)

Web

Delete or cancel a Zoom meeting

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**.

3. In the **Upcoming** tab, hover over the meeting you want to delete.
   The options to **Start**, **Edit**, and **Delete** will appear.
4. Click **Delete**.
5. On the verification dialog box, click **Delete** to confirm.

Delete a recurring meeting

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**.
3. Click the topic of your recurring meeting.
4. In the **Upcoming** tab, hover over the recurring meeting you want to delete.
5. Click **Delete**.
6. On the verification dialog box, choose from the options:
    - To delete a single meeting, click **Delete This Occurrence**. (THIS IS FOR ONE OCCURRENCE ONLY, ALL OTHERS WILL REMAIN)
    - To delete a series of meetings, click **Delete All Occurrences**. (THIS IS TO DELETE ALL MEETINGS FOREVER)

- Tags
- Cancel
- meeting
- Zoom