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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 <u>reschedule</u> it to a later date.

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

Note: You can <u>recover deleted meeting sessions</u> 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** \bigcirc 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)

<u>Web</u>

Delete or cancel a Zoom meeting

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

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