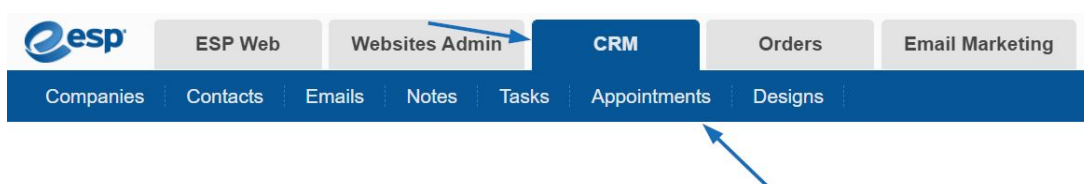




## ESP Quick Tip #24: Remove an Appointment from Calendar in CRM

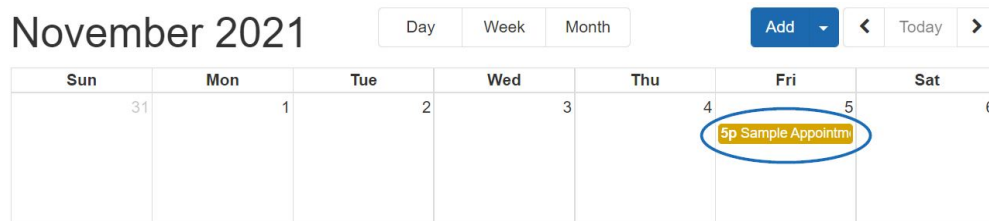
2021-11-17 - Jennifer M - ESP Quick Tips

To remove an appointment from a calendar within the CRM, log into ESP and click on the CRM tab. Then, click on the Appointments option from the blue toolbar.



Then, take the following steps:

1. Click on the appointment you would like to remove.



2. Click on the Delete Appointment link at the bottom.

**Visible to**

☒ Everyone

☐ Only the Record Creator ?

☐ Teams or Individuals ?

[Delete Appointment](#) Cancel Save

3. A notification will appear asking you to confirm the deletion. Click on OK.

Are you sure you want to delete this appointment?

Cancel Ok

The appointment will now be removed from the calendar.