



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

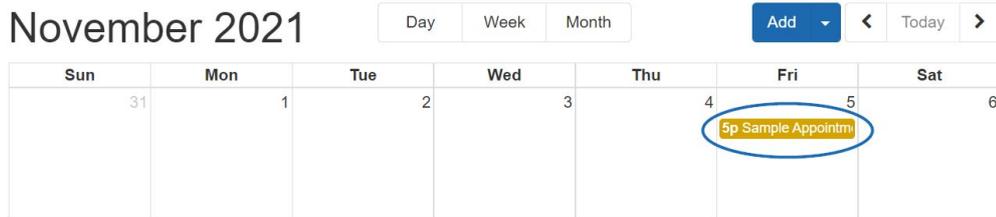
2021-11-17 - Jennifer M - ESP Quick Tips

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.

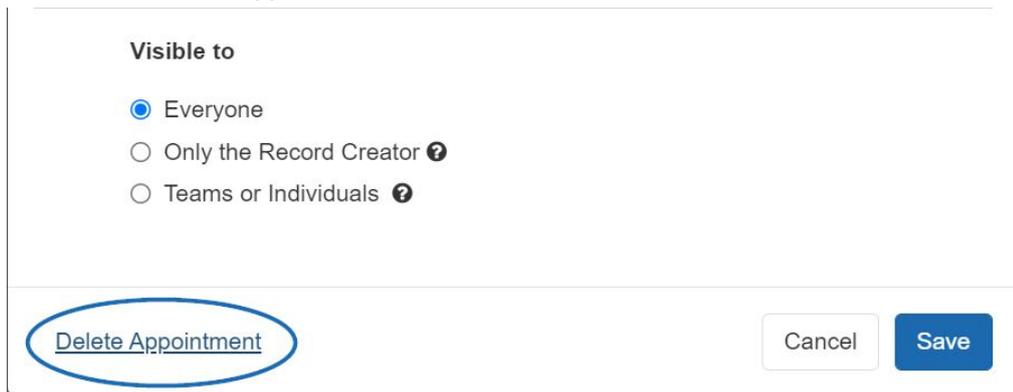


Then, take the following steps:

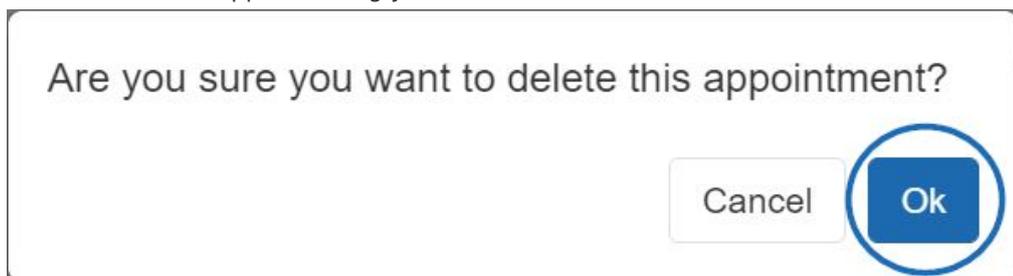
1. Click on the appointment you would like to remove.



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



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



The appointment will now be removed from the calendar.