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

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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.

esp	ESP Web	Websites Admin	CRM	Orders	Email Marketing	
Companies	Contacts Er	mails Notes Tasks	Appointment	ts Designs		

Then, take the following steps:

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

Novemb	er 2021	Day	Week M	lonth	Add 🗸	< Today >
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5p Sample Appointm	6

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.



The appointment will now be removed from the calendar.