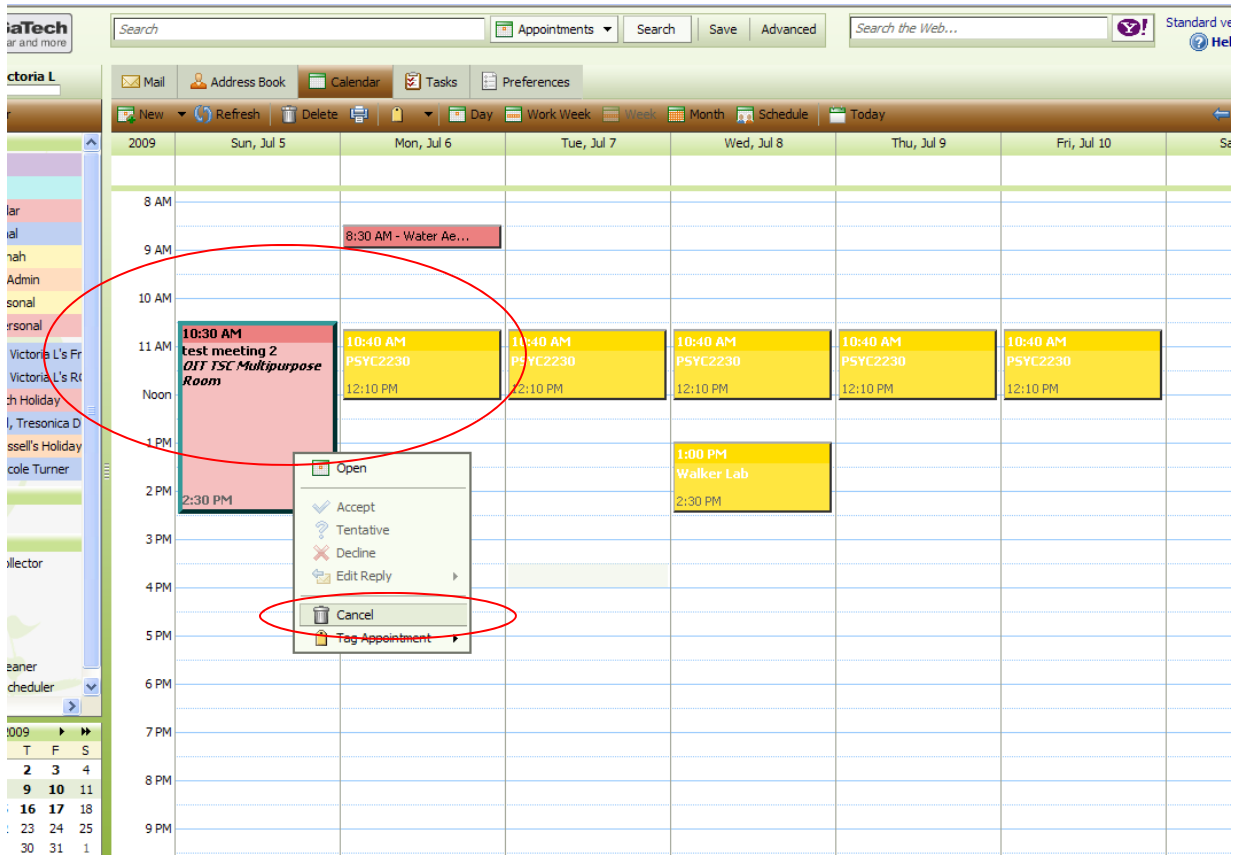
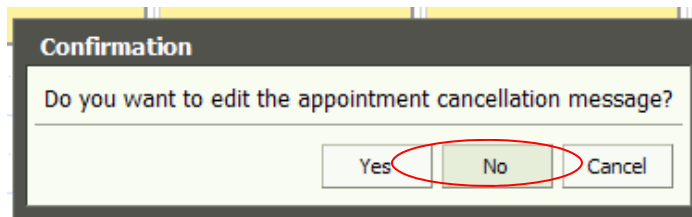


1. To CANCEL a reservation for the OIT-TSC Multipurpose Room, locate the meeting request on your calendar, right click it, then select CANCEL.



2. Reply NO, when asked to edit the Cancellation Message.



3. The Meeting is removed from your calendar, and consequently from the OIT-TSC Location Calendar