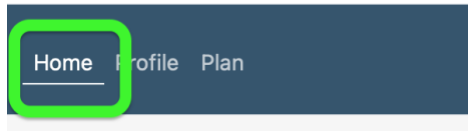


How to cancel a meeting

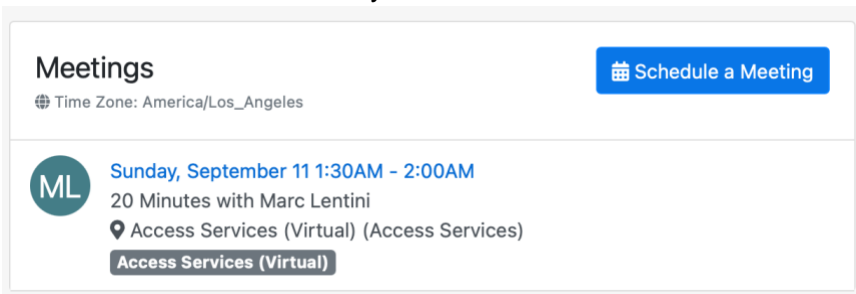
Meetings that were scheduled using the “Schedule a Meeting” option in Aviso can also be canceled in Aviso.

1. Sign in to Aviso. If you are already in Aviso, make sure you are on the Home page.

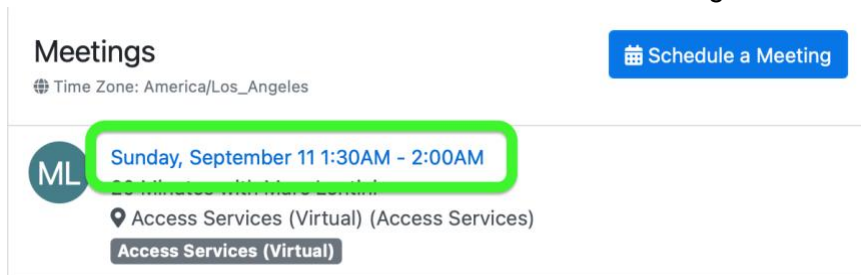


Your Success Team

2. Find the Meetings module on your home page. It's normally on the left side of the screen, below the information about your Success Team.



3. Click on the scheduled date and time for the meeting.



4. Click on the Cancel Meeting button.

20 Minutes

Sunday at 1:30 AM for 30 minutes

📍 Access Services (Virtual) - Access Services

Topic

Access Services (Virtual)

✕ Cancel Meeting

5. When the Cancel Meeting request option shows up, click "Cancel."

Cancel Meeting

Are you sure you want to cancel this meeting? This cannot be undone.

✕ Cancel ✕ Close

6. You'll receive a confirmation that the meeting has been canceled.

Cancel Meeting

Are you sure you want to cancel this meeting? This cannot be undone.

✓ Your meeting has been cancelled.