

Zoom – Cancelling a Session

1. Log into the Zoom Conference website – <http://zoomconference.com/>
2. Locate the session and click on the ID of the session (it's the 5-digit number on the left-hand side)
3. This will bring you to a new screen with information about your session
4. Scroll down and select "Cancel Invitation"
5. A dialog box will pop up asking "Are you sure you want to cancel this Session?"
6. Click "OK"
7. All participants will receive an email update alerting them that their Zoom session has been canceled