

This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=237>

## How do I delete an existing event from the calendar?

### Deleting an Existing Event from your Calendar:

1. Ensure you're in **Edit Mode** on the Calendar



2. Click on the **Title Link** of the calendar event



3. Click on the **'x'** in the upper right corner to delete the event

