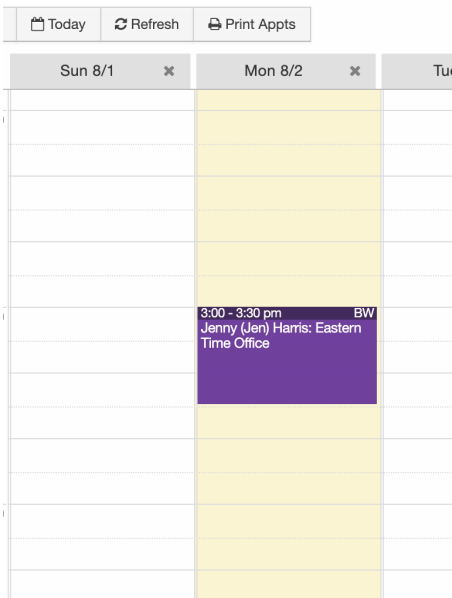# Canceling an Appointment

If you need to cancel an appointment, you can use the appointment status.

1. Select the appointment from the calendar.

2. Select **Canceled** from the appointment status drop-down menu and select **Save** or **Save & Close**.

3. The canceled appointment will appear opaque on your calendar.

Note: Canceled appointments are not removed from the calendar. You can hide canceled appointments from your calendar. Read our article to learn more.