



# Delete an Appointment Task

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 Once a task is permanently deleted, it cannot be restored. Proceed with care.

1. Select **Appointments > Scheduler**.
  2. Find your appointment.
  3. Open the **Appointment**.
  4. Locate and click on **Tasks** from the right-hand side panel.
  5. Find the task you want to delete.
  6. Click the  icon to the right of the task.
  7. Click **Save**.
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