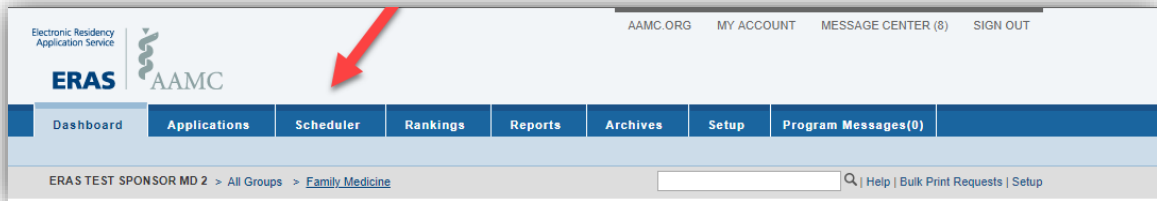
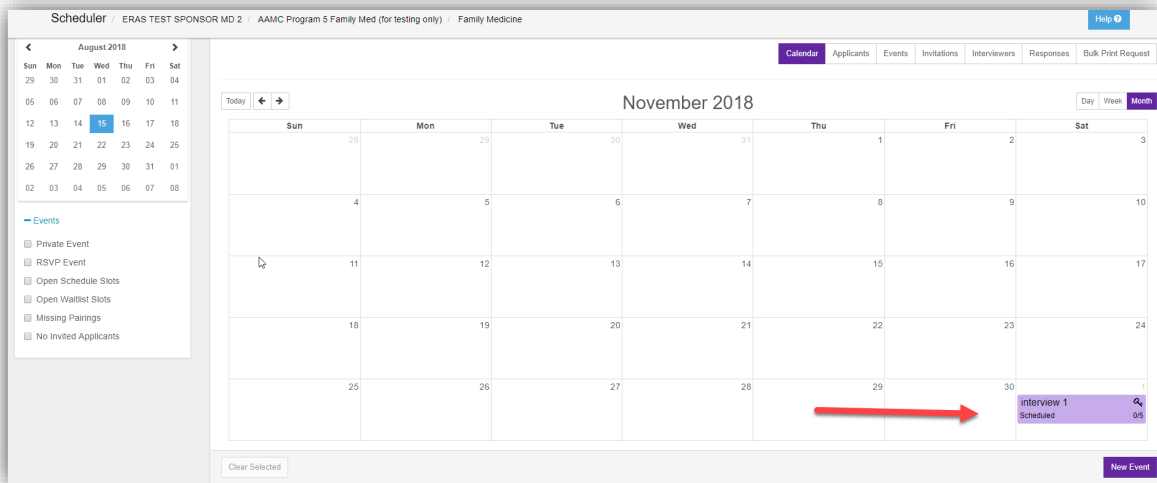


1. To delete a Private Event, sign into the PDWS and click on the Scheduler tab.



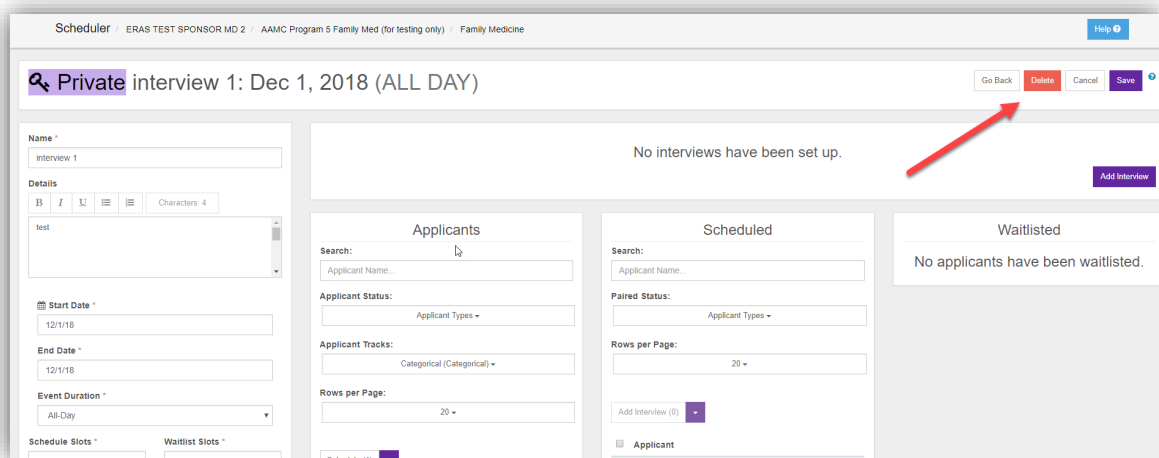
2. Click on an existing Private Event.



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3. Click on the delete button.

***Once an event is deleted, it cannot be retrieved. You may confirm the event was deleted from the calendar view. ***



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