

# How to... Cancel an online appointment

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Log in as if you were going to book a new appointment.

You will then see the welcome screen, which lists any appointments already booked...



## Chawton Park Surgery

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**Welcome Mr Joe Bloggs**

You last successfully signed on about 4 hours ago.

**Appointments**

- Appointment on Thu 11 Sep 2008 at 17:00 with Sarah Boswood at Main Surgery for 15 minutes  
[Cancel this](#)

**Your Details**

User name	1234567
NHS number	1234567890
Name	Mr Joe Bloggs
Address	1 Two Three St, Alton, Hants
e-mail	j.bloggs@myfirm.co.uk

To cancel an appointment, simply click on the "[Cancel this](#)" link below the required appointment.