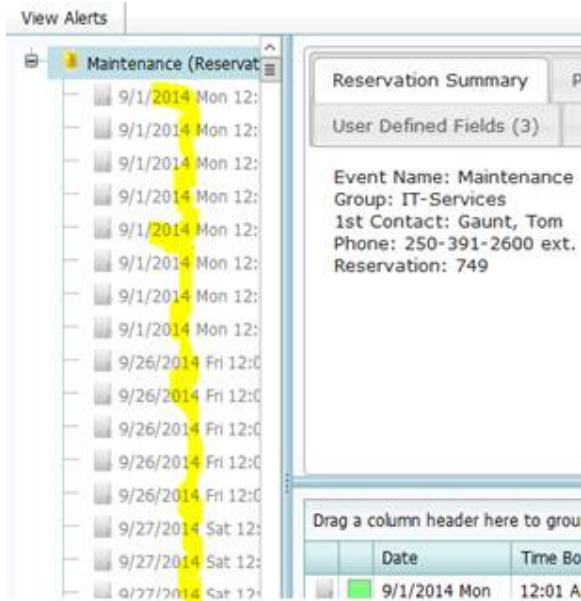


Remove old bookings from the Navigator

This is for when you're putting in a maintenance day using the Navigator and you'd rather not look at all of those old bookings:



Related articles

- [Hardware Discounts](#)
- [Software Discounts](#)
- [Add a "User" Mailbox to an Outlook Profile](#)
- [Known Email Issues with Email Forwarding](#)
- [RRU Teamviewer](#)

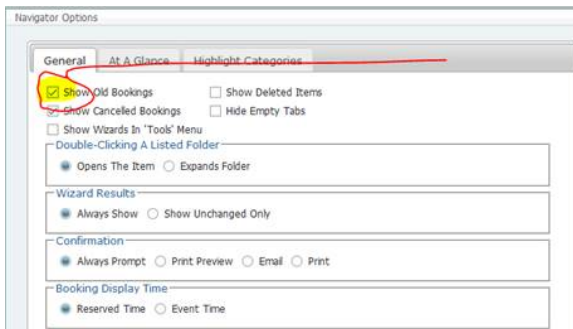
Get Help

Still need help?

[Submit a Request.](#)

To remove these old bookings from view, try these steps:

1. Click on "Options" in the upper right hand corner (While you've got the "Maintenance (Reservation...)" option highlighted, as in the photo above.
2. Under the "General" tab, uncheck the "Show Old Bookings" box, like so:



3. Hit Refresh. You're done!