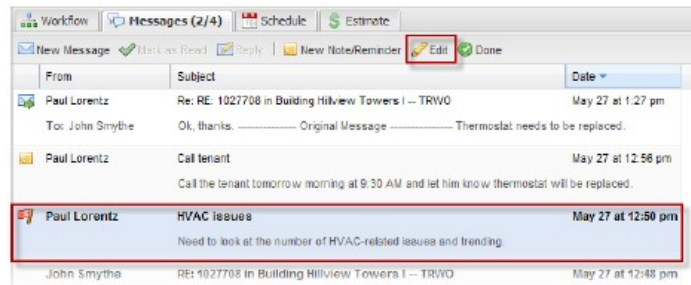






## Editing a Reminder

1. To edit a reminder, select the reminder you want to modify and click **Edit**. The Edit Note/Reminder popup window will be displayed.



2. In the Edit Note/Reminder window, modify the **Subject** and **Message** field as needed.
3. If you would like to convert the reminder into a note, remove the checkmark beside **Make a Reminder**. See [Using Notes](#) for more information.
4. Click **Save** to save your changes.

