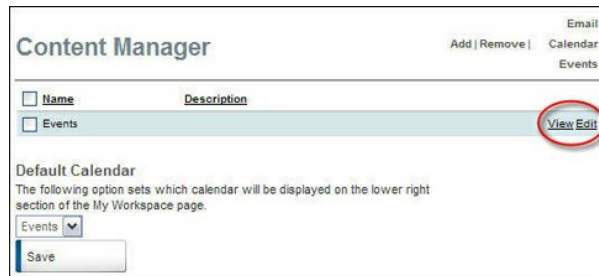


Editing / Viewing a Calendar

[Control Panel](#) > [My Workspace](#) > [Calendars](#)

Editing / Viewing a Calendar:

1. To view the full calendar, click on the **View** button to the right of the name of the calendar you wish to see.
2. To make changes to a particular calendar, click the **Edit** button applicable to that calendar.



The screenshot shows the 'Content Manager' interface. At the top right, there are links for 'Email', 'Add | Remove | Calendar', and 'Events'. Below this is a table with two columns: 'Name' and 'Description'. The first row of the table is highlighted in light blue and contains a 'View Edit' button, which is circled in red. Below the table, there is a section titled 'Default Calendar' with a description: 'The following option sets which calendar will be displayed on the lower right section of the My Workspace page.' This section includes a dropdown menu labeled 'Events' and a 'Save' button.