





## 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 a web interface titled "Content Manager". In the top right corner, there are links for "Email", "Add | Remove |", "Calendar", and "Events". Below this is a table with two columns: "Name" and "Description". The "Events" column is highlighted in light blue. To the right of the "Events" column, there is a button labeled "View Edit" 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." Below this description is a dropdown menu with "Events" selected and a "Save" button.