## 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.

Mes	sages (2/4)		
Nev	v • 🖋 Mark as Read  📓 Rep	y 🗌 🚾 New Note/Reminder 💋 Edit 🖾 Dismiss 🖄 View	
	From	Subject	Date 🕶
	Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm
9	Sheila Jackson	Review attachment	Apr 1 at 12:56 pm
-	pv@amelevator.com	RE: COI Expiry Notification for A & M Elevator Company	Apr 1 at 11:57 am
1	Sheila Jackson	COI Expiry Notification for A & M Elevator Company Inc.	Apr 1 at 11:55 am

- 2. In the Edit Note/Reminder window, modify the Subject and Message field as needed.
- 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.

Subject:	Review attachment		
lessage:	Review new COI attachment before adding it to the COI.	~	
	Make a Reminder	×	