Editing / Deleting an Event

Control Panel > My Workspace > Calendars

Editing / Deleting an Event:

- 1. Go to Control Panel > My Workspace > Calendars.
- 2. Locate the calendar containing the event you wish to edit or delete and click on View.

Calendars	RSVP Dashboard
	Add Remove Email Calendar Events
Name	Description
Holiday	Please view this calendar for up coming events.
test	VII) Edi
Construction	<u>View Edi</u>
	Calendar of building events. (This message is
Building Events	internal to building management so they may better <u>View Edi</u> administer calendars.)
Default Calendar	

- 3. Navigate to the desired event on the calendar and right-click on the event.
- 4. Click on **Delete** to permanently remove the event or click on **Open** to edit the event.



 In the pop-up window, make any necessary changes and click on Save, Save & Send, or Remove if you would like to remove the event from the calendar.

Save	Save & Send Remove
location:	Grand Hall
	05 PM 🛩 : 00 🛩
End Date:	4/29/2011
	12 PM 💙 : 00 💙
Start Date:	4/29/2011 🥩
Recurrence:	None 💌
RSVP:	
All Day Event:	
Description:	in celebrating
Title*:	Staff Appreciation