



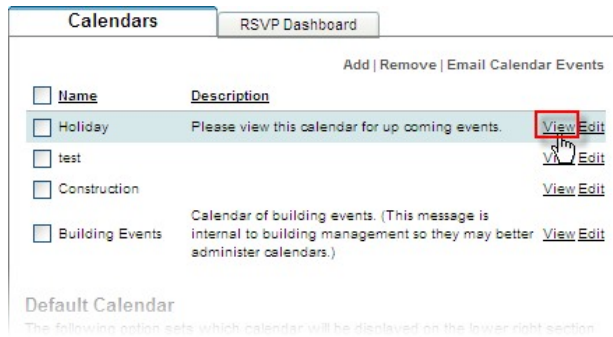


# Editing / Deleting an Event

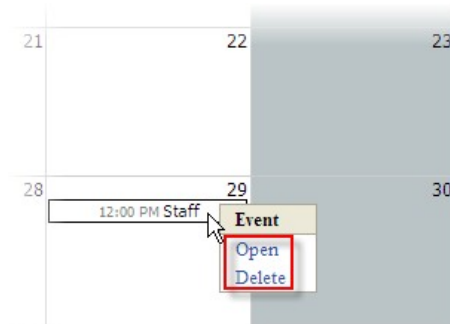
[Control Panel](#) > [My Workspace](#) > [Calendars](#)

## 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**.



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.



5. 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.

The screenshot shows the event editing form. The 'Title' is 'Staff Appreciation' and the 'Description' is 'Pleas join us in celebrating'. The 'All Day Event' checkbox is unchecked, 'RSVP' is checked, and 'Recurrence' is set to 'None'. The 'Start Date' is 4/29/2011 at 12 PM, and the 'End Date' is 4/29/2011 at 05 PM. The 'Location' is 'Grand Hall'. The 'Save', 'Save & Send', and 'Remove' buttons are highlighted with a red box.

Title*:	Staff Appreciation
Description:	Pleas join us in celebrating
All Day Event:	<input type="checkbox"/>
RSVP:	<input checked="" type="checkbox"/>
Recurrence:	None
Start Date:	4/29/2011 12 PM : 00
End Date:	4/29/2011 05 PM : 00
Location:	Grand Hall
<input type="button" value="Save"/> <input type="button" value="Save &amp; Send"/> <input type="button" value="Remove"/>	
<input type="button" value="Cancel"/>	

