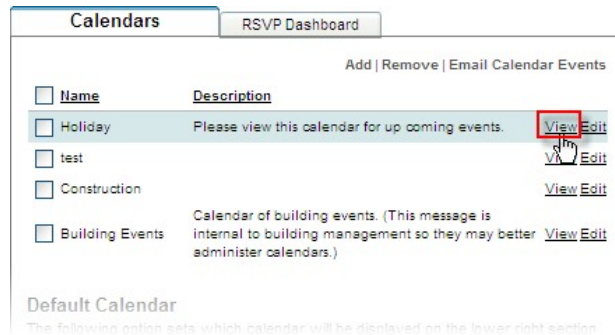


Editing / Deleting an Event

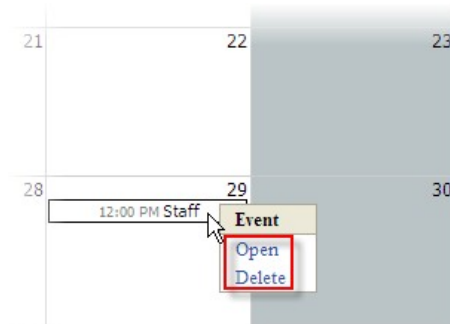
[Control Panel](#) > [My Workspace](#) > [Calendars](#)

Editing / Deleting an Event:

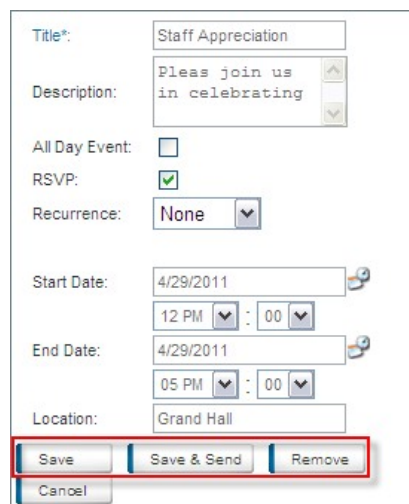
1. Go to **Control Panel > My Workspace > Calendars**.
2. Locate the calendar containing the event you wish to edit or delete and click on **View**.



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*' field contains 'Staff Appreciation'. The 'Description' field contains 'Pleas join us in celebrating'. The 'All Day Event' checkbox is unchecked. The 'RSVP' checkbox is checked. The 'Recurrence' dropdown is set to 'None'. The 'Start Date' is 4/29/2011 at 12 PM : 00. The 'End Date' is 4/29/2011 at 05 PM : 00. The 'Location' is 'Grand Hall'. At the bottom, the 'Save', 'Save & Send', and 'Remove' buttons are highlighted with a red box.

