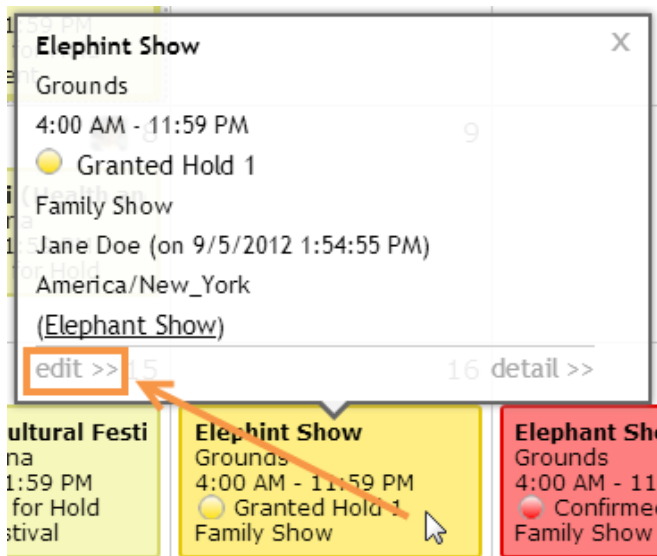


Changing Event Name and Status from the Calendar

Updated: December 5, 2014

You can edit an event's name or status inside the pop up without having to go into the details page.

1. Click inside your event on the calendar view to display the pop up.
Note: If you click the event's name, you will instead be directed to the event details page.
2. Click **edit >>**.



3. Update the event name and/or status.
4. Click **Save**.

