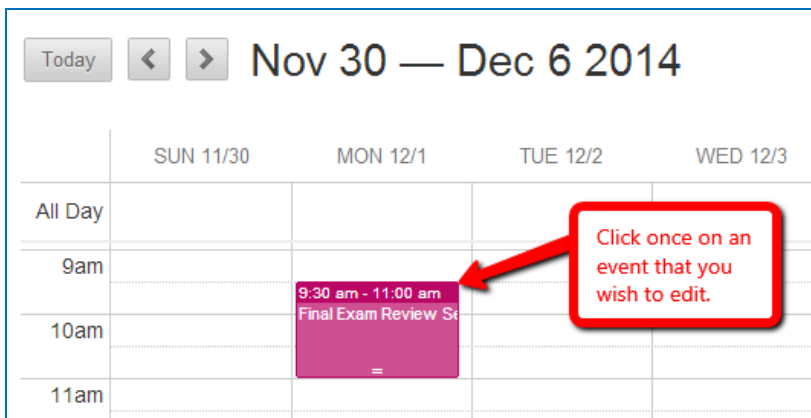


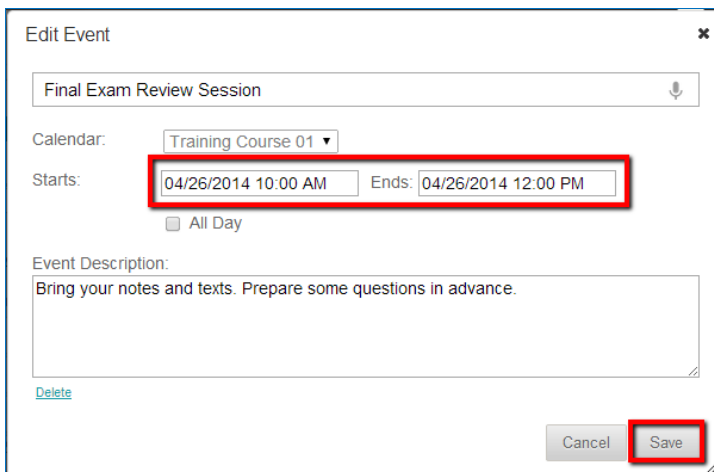
Editing Events

You can modify the name, description, starting time, or ending time of an event that you have added to the Calendar. However, you cannot change the course or calendar associated with the event or change it from a single instance to a recurring event. In order to make those changes, delete and re-create the event.

1. On the Calendar, navigate to the date of the event in the main view.
2. Click on the event that you wish to edit.



3. Make needed edits, then click the **Save** button.



4. In the monthly view, you can drag an event to another date in the main view to change the date of the event. The time frame of the event and calendar it is associated with remain the same. The weekly and daily views allow you to drag events to a different date and time.

