

Edit an Access ACS Calendar Event

You can edit an event on the calendar if you need to.

When editing an event, you cannot change the **Recurring Information** section. To change the recurring information, you must delete the event and then add it again.

To edit a single day event

1. On the calendar, click the event name.
2. On the View Event page, click **Edit**.
3. Make your changes, click **Save**.

To edit a recurring event

1. On the calendar, click the event name.
2. To edit the event, click **Edit**.
3. Click **Go**.

Related Topics

- [Delete an Access ACS Calendar Event](#)
- [Add an Event](#)