

## Edit the calendar

1. If you want to edit an event, please click on it and then **【 Edit 】** , or right-click and select **【 Open 】** .

The screenshot shows a calendar application interface. On the left, there is a sidebar with a search bar and a list of calendars, including 'test calendar'. The main area displays a calendar for February 2024. A specific event, 'test event', is highlighted on Tuesday, February 13th, with a time slot from 8:00a to 8:30a. A context menu is open over this event, showing options for 'Edit' and 'Delete'. A blue arrow points to the 'Edit' button, indicating the next step in the process.

2. After editing the details, click **【 Save 】** to close the window.

The screenshot shows the 'Details' form for the 'test event'. At the top, there is a toolbar with buttons for 'Save', 'Delete', 'Reply all', 'Attach', 'Charm', and 'Categorize'. The 'Save' button is highlighted with a blue box and a blue arrow. Below the toolbar, there is a message: 'This event occurs in the past.' The form contains several input fields: 'test event' (event name), 'Add a location or a room' (location), 'Start' (Tue 2/13/2024, 8:00 AM), and 'End' (Tue 2/13/2024, 8:30 AM). There is also an 'All day' checkbox which is currently unchecked.