

# Managing Your Site's Name and E-mail

In ACS Facility Scheduler, you can change your site's name and primary e-mail address. The site name displays in the login window to identify your organization. The site e-mail address is listed as the sender for e-mails sent by ACS Facility Scheduler.

## To change your site's name and e-mail address

1. On the **Administration** tab, click **Options**.
2. Click the **Site Settings** tab.
3. Edit the site information and click **OK**.

## Related Topics

[Managing Password Requirements Administration](#)