

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

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