



HOW TO MANAGE A SITE NAME

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Manage A Site Name](#)

More Resources:

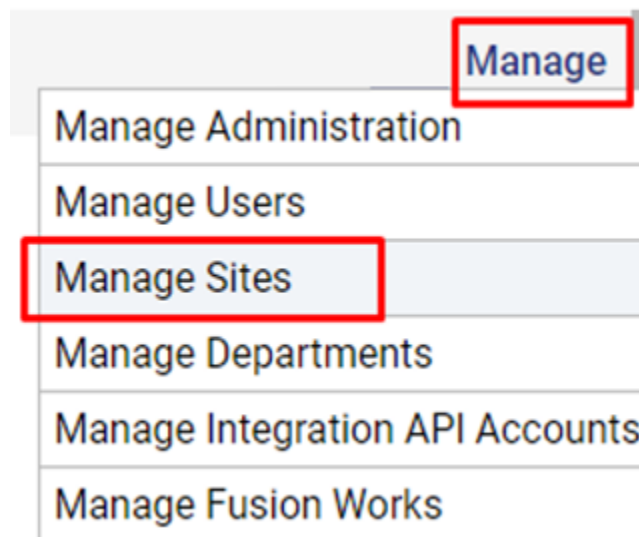
See a complete list of Fusion Connect Client Portal How-To Documents here:

<https://www.fusionconnect.com/support/portal-support>



How do I manage the name of a Site?

You can change the names of your sites in the Sites tile by clicking **MANAGE** (top right corner), then choose “**Manage Sites**”:



Note: Your Main Site's name cannot be changed here due to billing reasons.

To edit a Site name, click the **Popout icon** to the left of the Site name.

The screenshot shows the Fusion Connect interface. At the top, there is a navigation bar with the Fusion Connect logo and two tabs: "Fusion Connect Demo Customer Overview" and "Fusion Connect Demo Sites". Below the tabs, the heading "Fusion Connect Demo Sites" is displayed. A search filter is present with a dropdown menu set to "Site" and an empty search input field. Below the search, a table lists the sites:

	Site	Account Number	City
	Corporate Site	2856058	SEATTLE
	LITTLE RIVER	3850266	HERNDON

The popout icon for the "LITTLE RIVER" site is highlighted with a red box.

Under the Site Name, click the **Manage** link.

The screenshot shows the "Corporate Account For Cloud Ser Billy Fisher Site" page. The page displays the following information:

- Site Name: Billy Fisher
- Manage > (highlighted with a red box and a hand cursor)
- Site Account Number: 3850266
- Site Account Status: AVAILABLE

When the site details open, scroll down to the **Edit** button under the Access Hours section and click it.

Then, scroll back up to the Site Details section and update the Site Name as needed.

Then, scroll back down and select the **Apply** button or the **Save** button to save your changes.

Note: Apply will save your change but keep you on the same screen. Save will save the change and close the tab.

Access Hours

The times below are shown in your browser's time zone.

Pacific

Day	Start	End
Mon-Fri <input checked="" type="checkbox"/>	1:00 AM	10:00 AM

Apply **Save** **Cancel**