HOW TO MANAGE A SITE NAME

Fusion Connect Client Portal

How do I manage the name of a Site?

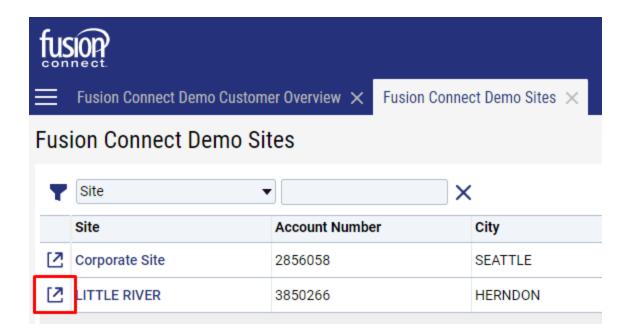You can change the names of your sites in the Sites tile by clicking **MANAGE** *(top right corner)*, then choose **"Manage Sites"**:

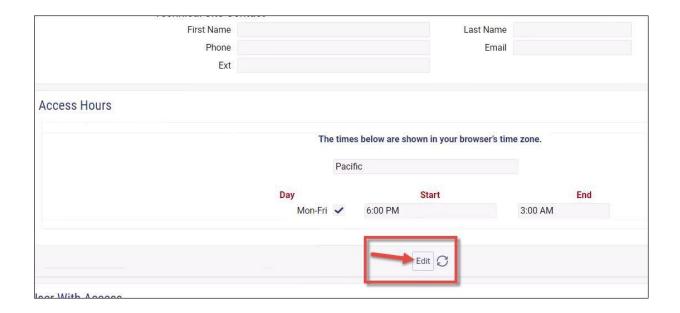*Note: Your Main Site's name cannot be changed here due to billing reasons.*

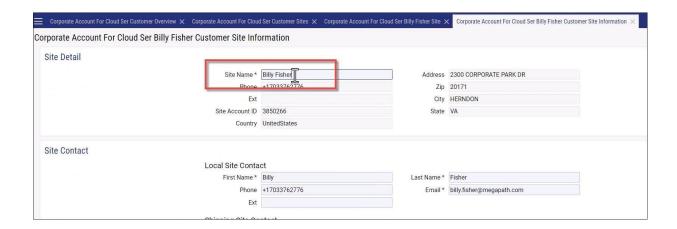To edit a Site name, click the **Popout icon** to the left of the Site name.

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

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.

4

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