Editing an existing conference

1. Click on "Search"

Search
Find an existing reservation.

2. Enter the reservation ID (5 digit number) and hit enter or click on the green icon

3. Check or uncheck the rooms you want to edit. You may also select everything or deselect everything by using the + and -

4. Click on the area you want to make appropriate changes to

Summary
5. Once changes are made, validate the conference to update and finalize it