




# Using Favorites and Starred Items

Starring your favorite events, locations, organizations, and contacts gives you quick access to the objects you work with most often.

- A filled star  icon next to an item indicates the item is currently a favorite.
- Tap or click the filled star  icon to remove that object from your favorites.
- Tap or click the empty star  icon to add that object to your favorites.

Starred events, locations, organizations, and contacts are available in a default pre-defined group listed in the Saved Searches choices in the Search section.

Contacts may be starred and unstarred, but only during event creation/editing. You may also star event types as favorites.

## **Security Note**

*The ability to star items of interest is available only to users who have signed in and are 25Live schedulers/users.*