Once a portlet has been created, it is possible to change the name. This allows for more customization of a page.

† Locate the page with the portlet that is to be renamed.
† Click the Edit Page link in the upper-right corner of the page (see illustration below).

† The Customize Page window will display.
† Click the Content tab.
† A list of portlets will appear in the window (see illustration below).

† Click the Rename button for the portlet. This is the pencil shape on the right side of the item (see illustration above).
† The Rename Portlet window will display (see illustration below).

† In the Name box input the new name for the portlet.
† Click the Rename button.
† The portlet name will be changed to whatever name is input.