Adding Management News Events to a Calendar
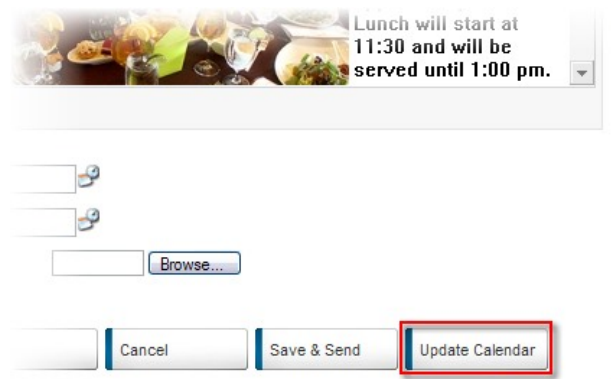
Adding Management News Events to a Calendar:

1. Go to **Control Panel** > **My Workspace** > **Management News**.
2. Locate the event you wish to add to the calendar and click **Edit**.
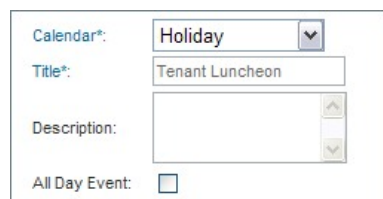

3. Click on **Update Calendar**.

4. A pop-up window will appear.
5. Select the **Calendar** you wish to add the event to from the drop-down menu.

   Note:
   - Refer to Calendars for more information.

6. Enter a **Title** that will be displayed on the Calendar.
7. Enter a brief **Description**.
8. Select **All Day Event** or **Recurrence**, if applicable.
9. Set the **Start Date** and **End Date**. The event will span across these dates on the Calendar view.
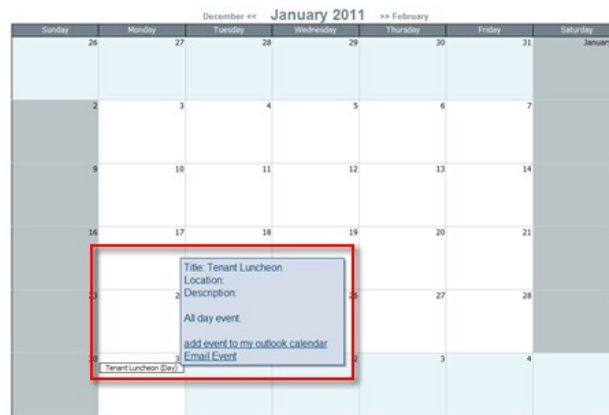10. Enter a **Location**.

11. Click on **Save** or **Save & Send**.

12. The event will now be visible on your Calendar under **My Workspace** > **Calendars** with a link to add the event to an Outlook calendar.

Note:

- If you click on **Save & Send**, you will be redirected to the **Message Blaster** where you can then email the event to various User Groups.