





# Adding Management News Events to a Calendar

[Control Panel](#) > [My Workspace](#) > [Management News](#)

## 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**.

| Content Manager                                   |            |           |        |             | Add   Remove   Send |
|---|------------|-----------|--------|-------------|---------------------|
| Management News - 25 entries                      |            |           |        |             |                     |
| <input type="checkbox"/> Subject                  | Start Date | End Date  | Active |             |                     |
| <input type="checkbox"/> Admin Professionals Day  | 4/13/2010  | 2/5/2011  | Yes    | <b>Edit</b> |                     |
| <input type="checkbox"/> Blood Drive              | 5/28/2010  | 6/19/2010 | No     | Edit        |                     |
| <input type="checkbox"/> Blood Drive              | 5/28/2010  | 6/28/2010 | No     | Edit        |                     |
| <input type="checkbox"/> Blood Drive              | 6/25/2010  | 7/25/2010 | No     | Edit        |                     |
| <input type="checkbox"/> Bring Your Green to Work | 3/16/2009  | 4/1/2011  | Yes    | Edit        |                     |

3. Click on **Update Calendar**.

Lunch will start at 11:30 and will be served until 1:00 pm.

Subject:

Description:

Location:

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**.

Calendar\*:

Title\*:

Description:

All Day Event:

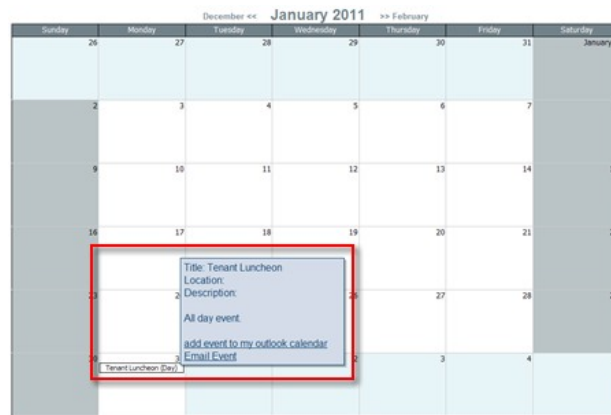
Recurrence: **None** ▼

Start Date: 2/8/2010  
12 AM ▼ : 00 ▼

End Date: 5/31/2012  
01 AM ▼ : 00 ▼

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.
-