

Adding / Removing a Calendar

[Control Panel](#) > [My Workspace](#) > [Calendars](#)

Adding / Removing a Calendar:

1. Click **Add** to create a new calendar or select a calendar and then click **Remove** (If you are removing a calendar, skip to Step 4).



The screenshot shows the 'Content Manager' interface. At the top right, there are links for 'Email', 'Calendar', and 'Events'. Below these is a table with columns for 'Name' and 'Description'. A red arrow points to the 'Add | Remove' button located above the table. Below the table, there is a 'Default Calendar' section with a dropdown menu set to 'Events' and a 'Save' button.

2. Enter the **Calendar Name** and applicable **Description**.

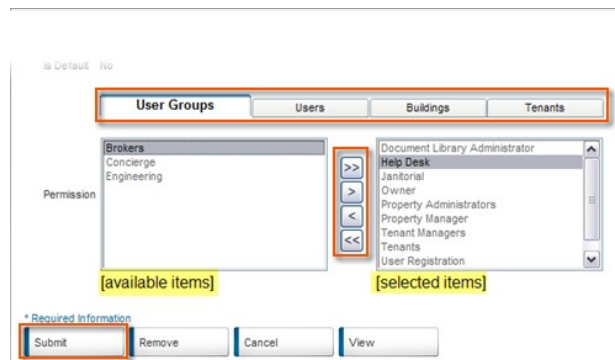


The screenshot shows the 'Content Manager' 'Attributes' form. It has two text input fields: 'Calendar Name *' and 'Description'. A red arrow points to the 'Calendar Name *' field. Below the fields, there is a label 'Is Default' with the value 'No'. At the bottom, there are 'Submit' and 'Cancel' buttons.

3. Under **Permissions**, select the **User Groups**, **Users**, **Buildings**, or **Tenants** tab. Move the desired **Available Items** to the **Selected Items** list using the provided arrows.

Note:

- Permissions give selected User Groups, Users, Buildings, or Tenants permission to view Calendars from their **My Workspace** page.
- Those without permission to certain calendars will not see the link to the calendars on their My Workspace page.



The screenshot shows the 'Permissions' section of the 'Content Manager' interface. It features four tabs: 'User Groups', 'Users', 'Buildings', and 'Tenants'. The 'User Groups' tab is selected. Below the tabs, there are two lists: 'Brokers' (with items 'Concierge' and 'Engineering') and 'Document Library Administrator' (with items 'Help Desk', 'Janitorial', 'Owner', 'Property Administrators', 'Property Manager', 'Tenant Managers', 'Tenants', and 'User Registration'). A set of arrows (right-pointing, left-pointing, and double arrows) is positioned between the two lists. Yellow boxes highlight the 'Brokers' list as '[available items]' and the 'Document Library Administrator' list as '[selected items]'. At the bottom, there are 'Submit', 'Remove', 'Cancel', and 'View' buttons.

4. Click on **Submit** to save the calendar.

